

APPROVED

# CASA ACADEMY

## Minutes

### Annual Event Committee Meeting

---

#### Date and Time

Thursday February 8, 2018 at 12:00 PM

#### Location

(712) 775-7031 Meeting ID: 356-190-185 Host PIN: 5293

---

CASA Academy Governing Board meetings will take place at the CASA Academy campus (1500 W Maryland Ave, Phoenix, AZ 85015). Per A.R.S. § 38-431.02, notice of meetings for CASA Academy and any of its committees will be posted on this website. Notices will also be posted in the front office of CASA Academy (1500 W Maryland Ave, Phoenix, AZ 85015), which is open from 8:00 am to 4:00 pm, Monday through Friday.

---

#### Committee Members Present

C. Chavez (remote), J. Leahy (remote), M. Dahlen (remote), R. Lutowsky (remote)

#### Committee Members Absent

D. Brown

---

#### I. Opening Items

##### A. Record Attendance and Guests

##### B. Call the Meeting to Order

J. Leahy called a meeting of the Annual Event Committee Committee of CASA ACADEMY to order on Thursday Feb 8, 2018 at 12:03 PM.

##### C. Approve Minutes

M. Dahlen made a motion to approve minutes from the Annual Event Committee Committee Meeting on 01-24-18 Annual Event Committee Meeting on 01-24-18.

C. Chavez seconded the motion.

The committee **VOTED** unanimously to approve the motion.

## II. Annual Event Committee

### A. Update

Jenna will ask KJ for wine tonight.

If this falls through, Jenna will approach caterer about getting wine at Restaurant Depot.

Rachel may have a donor who can help us purchase it.

We will serve BreakThru's wine and we will use KJ bottles for wine pull.

Jenna will update MC speech and send to Rachel by EOD today.

### B. Update on Event Space Layout

## III. Closing Items

### A. Adjourn Meeting

J. Leahy made a motion to adjourn the meeting.

C. Chavez seconded the motion.

The committee **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 12:24 PM.

Respectfully Submitted,

J. Leahy