

Eno River Academy

Silent Auction Task Force

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Date and Time Tuesday December 17, 2019 at 6:30 PM EST Location Eno River Academy High School Conference Room Agenda **Purpose Presenter** Time I. Opening Items 6:30 PM **Opening Items** A. Record Attendance and Guests 1 m B. Call the Meeting to Order C. Approve Minutes Approve 1 m Minutes D. Welcome Rachel Monschein 5 m 1. The consensus at the BoD meeting is to keep the auction online only this year. 2. Date: online auction will start on Sat. Feb 1 and end on Friday Feb. 28th. Saturday Feb 29th divvy up items, pickup starting on Sunday March 1st. 3. Purpose: All proceeds to benefit the ERA Athletics K-12 E. Auction Website Rachel Monschein 5 m Eraauction.org now routes to Bidding Owl Website F. Review Acquisition Status Rachel Monschein 15 m Discuss 1. All emails to last year's donors have been emailed out. We will need to send reminder emails in case they were missed in a few weeks to those that have not responded.

	Purpose	Presenter	Time
Rachel to provide meeting attendees wi donation request letter and tax ID form s out when we are out and about.			
 Rachel to pick up folders and storage be New this year, Maire Alexander's family run 			esn't
G. Discuss videoing and interviewing	Discuss	Rachel Monschein	5 m
1. We have a vision of promoting the auction by videoing coaches/student athletes talking about their programs/experiences. The ERA Athletic Director, Jenny Hartingh was tasked with coming up with interview questions and ideas. Still looking for a student to volunteer to ask interview questions, and another to video the interview.			
H. Items ready for pickup:	Discuss	Rachel Monschein	5 m
Could someone volunteer to pickup certificate f	rom Camp C	Chestnut Ridge (M-F 9-6)	
I. Signup Genius		Rachel Monschein	5 m
Signup Genius site has been drafted for volunte up items on Saturday, handing out items on Su be provided in weekly email and posted to PAT https://www.signupgenius.com/go/10C0A4BAC	nday and lat H Facebook	er, etc. Rachel to ask for the lir in early January.	
J. Weekly Facebook Posts		Rachel Monschein	5 m
Weekly Facebook Posts on PATH account to b week promoting excitement. Rachel to post eac		January with popular item each	I
K. Setting Up Bidding Owl Site	Discuss	Rachel Monschein	5 m
Confirm that Kaity is to add descriptions and	l photos to B	idding Owl website	
L. Other Discussion?	Discuss	Rachel Monschein	5 m
Any other topics needed to discuss?			
Closing Items		7:2	7 PM

A. Adjourn Meeting

П.

Vote