

## Grad Night Meeting Minutes 6/1/2016

**Meeting called to order** at 7:09 pm by Kate Tran, President.

**Open Positions** for 2106-17: President, Secretary, Volunteer Coordinator, Fundraiser, Donations Chair, Clean-up Chair

**Minutes** No changes. Approved as presented.

**Treasurer's Report** The report presented is April data, but a lot happened in May. Approved.

**Ticket Sales** about 400 tickets sold. Slow sales on campus. Expect at least 100 on the night of the event, hope for 150.

### Chair Reports and Schedule Run Down

**Prizes** Everything is wrapped. 8:30am Weds need help with transporting heavy prizes from "The Storage Place (Mt Langley St, FV) to FVHS. Bring trucks or large vehicles. Contact Jen 714-328-1341 to get more info including code to get in. No 2016 graduates should help with this because we want them to be surprised.

**Volunteer Food** looking for donations (preferably money to buy what they still need). If you are volunteering for set-up and during Grad Night, they will provide your meals and snacks.

**Construction** Major work on Saturday before graduation as well as Tuesday afternoon, the day before, and Wednesday daytime, graduation day, and Thursday, early, for the tear-down. On the Saturday morning before GN, June 4<sup>th</sup>, Seniors can come to help move pieces from storage to the gym. They can earn some of their own raffle tickets. Need someone who is handy with running extension cords for the Saturday and Tuesday work – it is already diagrammed out with what goes where.

**Decorations** Gym prep is first, Friday night after Sr Honor Night. Volunteers decorate after the construction, starting Saturday about noon, continuing on Sunday. Also, packing items for storage on Thursday early morning.

**Entertainment** Has a co-Chair! Busiest time is Tues & Weds afternoon, with final set up. Also some things need to be done in the night like moving generator lights.

**Food** Any Bean & Cheese Burritos donations – looking for another 50. Also looking for 30 small sandwiches. Thanks to Teahouse at Edinger & Brookhurst, have a donation of 500 boba cups and a helper to work the borrowed boba machine. Candy & soda donations are good now. Need help 10am -2 pm on Weds: 11am at fire station to pick up the candy , sodas, waters, etc (need trucks) to move to FVHS. 1 – 2pm ice loading from all the school ice machines to the ice chests. Also help with setting up the food display/serving areas. If you can lend an ice chest, drop off at 9320 El Valle, or bring on Weds. Put your name and a contact number on it!

**Security** Still needs volunteers.

**Clean-Up** Looking for volunteers, including outside groups. Please contact Adriana D with any other ideas for getting volunteers to help with clean up.

**Volunteer Coordinator** Volunteer sign-ups are low. Suggest everyone put volunteer needs on personal social media with link to [fvhsgradnight.org](http://fvhsgradnight.org)

Set-up starts Fri June 3, Grad Night on June 8, clean-up on June 9 in the morning.

Adjourned about 8pm

## GN Chairs Meeting Minutes 6/1/2016, 8:17 pm

- Kate will be getting school keys. She will get the keys to Kevin Mack Friday night. He will give the keys to Stephanie V for use on Monday.
- Kate to call about stopping the sprinklers.
- Kate to check on generators
- Javier is supposed to charge the lift and leave it behind the gym (pool side)
- Will need the special key to remove the center door posts of the gym.
- Volunteer Food has no budget at all. May be able to make do with donations and some unused budget from other committees.

Proposed: To give Volunteer Food a budget of up to \$300 if needed, Kate T proposed, Kevin M seconded, approved.

- Kim Boomer volunteered to be President next year (2016-17) and was accepted. Michelle Anderson will remain as Treasurer. VP for next year is un-filled.
- We have radios for Grad Night. Kevin M took them and will check them on Friday. On GN they will be distributed to: President, Vice President, Volunteer Check-in, Volunteer Coordinator, Nurse, Entertainment Chair, Construction(use on weekend?). Security already has radios and is on channel 4. Kevin will try to work out the cross communication since the new radios are on a different channel.
- Timing: at 5:30pm Security will have a guard at the rolling gate The Volunteer check in room and gate leading to it should be open by 8pm. . At 8:15 pm the Grad check-in volunteers and other early volunteers may start coming.
- Kim B will be the contact for the Fire Marshall walk through, and will handle early items since Kate T has a graduate.
- Kate to email Ms. Doll regarding use of her classroom
- Sonia & Michelle A worked out some volunteer check in details.
- Proposed: To allow one undergrad (J Bernardin) attend Grad Night for about one hour for the purpose of videoing to be able to make a BBN produced video for the 2017 Grad Night promotion. He will also coordinate with the Photo Chair about getting video of some of the later events. Melissa B proposed, Christine D seconded, approved.
- Kate T will check any stamps that are brought at Grad check-in so Security doesn't have to.
- Aprons that were bought last year are in the bin. Sharon B will take them on Saturday for washing.
- Jackie P presented a schedule (and emailed it) including when to make announcements about ticket deadlines. Suggested having admin reps make those announcements.
- Michelle A to send a list of those who donated to John J on Fri to publish and put in bags.
- The old GN rules were updated and presented at May meeting. But they had previously been updated for the 2016 senior packet mailing. The rules on the website are those that were mailed. In future, suggest updating for May meeting at the same time as for the packet, or just use that info.

Meeting adjourned at 9:20pm