

Grad Night Chairs Meeting Minutes

9/2/2015

Meeting called to order at 7:00 pm by Kate Tran, President.

Attendees: Kate Tran, Christine Doerr, John Johlic, Kim Boomer, Michelle McNeill, Michelle Mann, Melissa Bernardin, Michelle Anderson, Taleen Shubin, Jen LeBaron, Sonia Lujano, Julie Gheno, Joan Verstraette, Marlene Weinberger, Sharon Bailey.

Bylaws Review Generally approved the bylaws as they stand, with only a minor change to correct the name "Grad Night Boosters of Fountain Valley High School" (removing "Party"). We appreciate the one-page format.

Open Positions: Entertainment, Bingo (Patty ? may do this), Clean-up, Fundraising, Publicity, Nurse, Electrician. Kate to send out short job descriptions. All chairs to consider who may fit these openings.

Back to School Night Kate would like to have flyers for parents in the bowl area before the Principal's welcome talk. The aim will be to get a large turn-out for the October general meeting kick-off. Sonia will work on the flyers, half-page size.

Bin Clean Up Date TBD When everything was put back in the bins after 2015 GN, it was raining and people were rushing and not well supervised. Some items were damaged. Will need a Saturday bin clean up day to pull everything out determine what needs to be repaired or replaced and re-packed. Some budget has been included in the clean-up line items for potential repair/replace costs.

Reviewed Proposed Budget

Income discussion points included:

- Bingo ;
- Continuation of mugs, but with a lower order to not have so many leftover;
- Possibly offering ink stamps for students (name and ID# for tickets);
- Increase of ticket prices to \$110 early bird, \$125, \$150 at door was the consensus. And whether or not ticket sales would be affected by the return of Disney Grad Night (Friday June 10th, after GN on Weds June 8th).

Expense discussion points included:

- Clean-up costs for paying Booster clubs for 'volunteer' workers – will need to clarify that policy and have clear sign-in/sign-out procedures and present it to the Booster clubs. Will also need to provide guidance on putting things back in the bins. Should also look into getting actual volunteer help from churches or other organized volunteer groups.
- Prizes and how to increase the amount for them, how the money can be re-allocated to have more but less expensive prizes in addition to some "wow" prizes, how to handle the money booth (have the money ready to put in, too much prep work is required), how to secure envelopes of prizes (random money, tickets, gift cards) at certain venues (like rock

climb), or whether or not such prize envelopes are necessary.

New Format for Monthly Meetings Kate proposed having a monthly chair meeting one week before the general meeting (so the last weds in the prior month, tentative schedule: 9/30, 10/28, TBD, 1/27, 2/24, Mar TBD, 4/27, 5/25) to cover high level policy and coordination issues. The General or Parent Meeting each month on the first Wednesday as usual could then cover general business in the first half and break into committee meetings that the chairs run for the second half.

Emails will be sent out once a month to the full list of contacts. Chairs will need to get anything that they want in a monthly email in to Melissa B (or possibly Kim Boomer should she accept the VP position).

Website Melissa B requests that all chairs review the website for updates, especially in regard to their committee. Contact her for any changes.

Senior Assembly With no senior assembly for 2015, there was no chance to show the whole class a promotion for GN. Kate will contact administration about getting such a forum re-instated for this year.

Meeting adjourned at 10pm