

FVHS Grad Night 2021
Executive Board Meeting
May 12,2021
7:00pm – 8:45pm – Zoom Call

In Attendance:

Alaina Knight-Hougen, CC Nelson, Danielle, Minney, Terry Norris, Jen LeBaron, Mary Eriksen, Angela Wu, and Melissa Bernardin.

President's Report:

- A. Call to order and April 28, 2021 Meeting Minutes approved by Angela Wu and Terry Norris.
- B. Alaina started off by giving an update to Mary and Danielle on where things are with Grad Night and how this all came about with the meeting with Rob Frizelle and Glen Grandis.
- C. Alaina then went on to advise about the call with Matt Taylor. Matt Taylor is the Event Planner for Summerfest and this is his baby for the past 13 years. He was a bit taken back when he found out that the Foundation and Troy Hassett agreed upon Grad Night being allowed to come the night before his big 4-day event. Matt Taylor and Alaina will be working close together to be sure that all is figured out for Grad Night along with his Summerfest event. Alaina is continuing to work on the logistics with Matt's team and the entertainers.
- D. Alaina shared her screen showing an aerial view of the map and how we were going to be marking off areas.
- E. Matt advised that we could use their tables and chairs instead of loading a bunch of tables and chairs into the U-Haul as long as we have them all sanitized and put back exactly where we have them.
- F. There will be additional fees Matt advised Alaina due to sanitation and cleaning and the permit. Alaina is waiting for these.
- G. Terry Norris advised she would be calling Rainbow and get a quote for the cardboard boxes as well as a small dumpster.
- H. Alaina is looking at renting a U-Haul on Tuesday, June 15th to load the items we need from the Conex box for the games, stanchions, and prizes if need be.
- I. Alaina is working out finding photographers. Michelle McNeil can do it from 8pm – 12am. Need a few more. Alaina will be reaching out to Shari Hanson. Alaina will work with Michelle and having the pictures uploaded to SmugMug.
- J. Alaina is also working on getting another food truck and will advise. We have thus far Cathy's Cookies, In and Out and need another truck.
- K. Alaina brought up a Bag vendor and the cost of the bags and the FVHS logo = board said that these would be good for Freshman, not the Seniors. Alaina will reach out to Josten's and get bags for the students. Then we can get nice pens to fill them with.

Committee Reports:

Finance: Terry Norris – nothing has changed since our last meeting. Alaina advised Terry that she will get the new costs to her once the contracts come in.

Website: Angela and Melissa advised that the hype on Instagram is going well. Melissa would like to have the games to hype it up. Melissa is thinking about looking at doing Optional Questions. Jen will be sending Melissa some prize information so that the Optional Questions for Polling could be used. The Website is up and running and already in countdown mode. Instagram will be the place for quick info such as ticket sales, donations, and the day of saying Don't forget your ID. Melissa will be out of town from about May 26th until June 3rd.

Mugs – Alaina – mug sales are going okay – 300 have been stuffed and we have sold 94. We will be selling mugs during the Ticket Sales Events. Orders are trickling in. Alaina will be selling on May 22nd and then bringing them to CC on May 25th and June 11th for the remainder of the sales.

Ticket Sales – CC Nelson – all the mailers have gone out to the students and she received hers. We have sold 5 so far and the momentum of Grad Night she is feeling.

May 22, May 25th, June 11th – she will be selling tickets. She will need some help at the events. Alaina and some from the Executive Team will be there to help sell tickets. CC advised she will work on getting others from her team to help and sell the other 2 days.

CC reached out to Robyne's Nest – Cynthia Olae to find out how many they will need.

CC is trying to decide on how to check the students in because in years past, she would get the pics and then must cut them and attach the ID numbers and then put them in the lanyard. A thought is to be sure to promote to bring their ID And then this could slide into the lanyard which will have the schedule of events. CC will need the schedule from Alaina. CC will also be needing to print out poker chips as well.

Prizes – Jen LeBaron – Everything has been removed from the storage unit and she is in wrapping mode. She continues to go to Costco for the boxes. She is about 70% bought including electric scooter, Victoria secret, Bath and Body Works, Portable chargers, Blue Tooth Speakers, Apple MAC Pro, Surface Microsoft, Acer Laptop, Del Laptop, Printers, etc. She came up with 1 new prize – The Travel Package with luggage, \$200 gift card in hotel and \$200 in Southwest.

She would prefer to have her prizes under a Quadrant instead of out in the open and in the sunlight all day. Someone will have to sit with the prizes. A Parent will need to watch these.

She is working on small prizes for the Rock Wall and the Obstacle Course.

She will also have money in the Money Booth.

She brought up make sure Instagram is promoting to have the 1"x2" stamp for the kids.

Decorations – Alaina – Julie Taylor is all set for balloons.

Construction – Kevin and Ron – not present.

Corporate Donations – nothing. However, Alaina will be putting together a flyer for the parents to drop off soda and water at her house. Be sure to write name and ID number to be put in the cash raffle drawing.

Upcoming Meetings / Important Dates:

Saturday, May 22nd – Ticket Sales and Mug Sales – 9am – 12pm

Saturday, May 22nd – 12 – 3pm – Organize the Conex boxes to be sure we know what we will be pulling on Tuesday, June 15th.

May 25th – Senior Event selling tickets and Mugs.

May 26th – Next Meeting 7pm

June 9th – Next Meeting 7pm

June 11th – Senior Event – Selling tickets and Mugs.

Meeting Adjourned 8:45pm.