



Executive Meeting minutes

Location: FVHS Library
Date: January 18, 2023
Time: 6:30pm
Facilitator: Alaina Knight-Hougen

Attendees:

- Alaina Knight-Hougen
- Susan Castellanos
- CC Nelson
- Melissa Bernardin
- Angela Wu
- Ron Mack

Agenda Items

1. Meeting started 6:30pm
2. President's Report:
 0. Approved the November Meeting Minutes – Susan and Angela
 1. Need to get VIP'd if you are on the Executive Board
 2. Need to get TB Tested if you are on the Executive Board
 3. Spoke with Sean Ziebarth about the BBN video and they have about 2.5 hours of data and he wants from me a blurb of verbiage. I will advise him to come up with 2 minute exciting non year video and then reels so we can post on our website, Instagram and market this very large
 4. Working on getting a 3rd Food Truck - - suggestion came through look at Little Ceasar's to order and have firs pick up at 8pm and another 11pm – Alaina will look into this.
 5. Reminder we are looking for People to come and Shadow Us
 6. Sent into Foundation a Request for a Grant proposal and will be meeting February 16, 2023 to pitch needing \$10,000.00.

7. Alaina will be going to Bingo asking for monies to be donated. We are getting donations from the team players.
 8. Conex Box Clean Up – need to pick a Date – March 4, 2023, we will plan to clean out the boxes and see what we can salvage and keep or toss.
3. Advertising/Tickets - CC Nelson:
0. Postcard Graphic Flyer came out beautiful.
 1. Flyer went out December and ticket sales are trickling in.
 2. Question was asked about the cards declining. CC advised the student gets a notice that they need to supply another card for this transaction. We don't get charged any fees.
 3. However, more fees were being incurred and the decision was made to have the student incur them. Grad Night is covering the \$1.99 and the student covering the additional \$6.99 processing fee.
 4. The postcard we have about 165 left and will be dropping them off in the boxes to have the teachers post them.
 5. On campus lunch sales will be March 16, April 20, May 25th and last day to be posted will be May 31st.
 6. Ticket Pricing will be \$175 by March 16th, \$200 from 3/17 – 5/31 and \$225 at the door.
 7. The reporting is not going to be easy as we all anticipated. CC will be checking back to see if there is anything that can be done. Omella is not picking up what is truly needed for reporting.
4. Mugs – Susan
0. Susan will start looking into purchasing and will get a quote for the different breakdowns of the pricing of mugs.
 1. We don't want to have leftovers like we did last few years.
 2. Will need to look at ways to sell the mugs.
 3. Selling Mugs starts in Spring. Pricing will still be \$20.00.
 4. Maybe combine the sales with the stamps - \$25 for both the mug and stamp, Mug will be \$20, and stamp alone will be \$10.00.
5. Budget Discussion—
0. We are in the Green going into this year.
 1. Amazon Smile is no longer supporting non-profits – email came out – finishing up February 20, 2022.
 2. December script \$74.65
6. Prize - Denise
0. Not here – need to gather information.
7. Website / Instagram – Angela/Melissa
0. 2023 Instagram account completed.
 1. Working through updating the website with the Theme and cleaning up what is no longer needed.
 2. When the Reels or any video comes in – be sure to send over and we will post.
8. Meeting adjourned at 7:00pm - Next Meeting will be Wednesday, February 15, 2023 – be sure to spread the word.