



Executive Meeting Minutes “A Knight to Remember”

Location: FVHS Library

Date: FEBRUARY 21, 2024

Time: 6:30pm

Facilitator: Alaina Knight-Hougen

Attendees:

- Alaina Knight-Hougen
- Melissa Bernardin
- Karen Buckhurst – Welcome Aboard
- Terry Norris
- CC Nelson
- Susan Castellanos
- Ron Mack

Agenda Items

1. Meeting started 6:30pm
2. President's Report:
3. January Meeting Minutes Approved
4. Larry Crandall came, and the Foundation gave a \$4K check. Larry went to the meeting on behalf of Alaina.
5. Wrote up a letter to give to FV Living and this will be the April issue.
6. Wrote to the principal and ASB trying to gather school help.
7. Sad news to bring to the Team – Danielle who has been doing our Sign-Up Genius for years is needing to step down. Keep her in your Prayers. I will be looking for someone to run this. Larry recommended Matt Taylor to walk me through on how to do this.
8. Entertainment and Food – Alaina
 - a. Confirmed In and Out
 - b. Still working on getting a 3rd Vendor – looking at Cane's as well get confirmation from Chick Filet for sterno's and chicken and Texas Toast and Chicken Fingers.
 - c. Entertainment – Contracts all Set with Funky Hair, Wax, Ron Porter and Casino.

9. Advertising/Tickets - CC Nelson
10. Sold 78 tickets thus Far.
11. Selling in Person tomorrow – during RUSH Club Meeting.
12. We are currently at \$195.00 and then March 1st will go up to \$210.00.
13. Continue with Omella
14. Kasie Hanley is having to step down due to health issues – She still wants to be a part of the team.
15. Mugs – Susan – Starting to work with School and with the Mug person.
 - a. Will be looking at dropping off mugs at the front office to be sold.
 - b. Will be looking to work with the Presidents to offer to them.
 - c. With a smaller class – will be ordering 264.
 - d. Will be working with the Mug Specialty company to be sure the Grad Night emblem will be like 2020 mugs – bolder in color.
 - e. Will look to sell at the April 17, 2024, meeting which is our Mandatory Meeting for parents.
 - f. Will be selling again at Graduation – 2 sides and will work on getting Glen Grandis to help sell.
16. Budget Discussion — Terry Norris/Karen Buckhurst
 - a. Currently we are at \$16,603.31 in the bank.
 - b. Bingo gave \$4280.00.
 - c. Needs to confirm the TK Burgers check was sent and replaced and not cashed or lost.
 - d. Will need to get the list of whom donated – then \$25 will be put in for cash prizes for every \$100 donated.
 - e. All ticket Sales have been processed.
 - f. Script has been processed.
 - g. Expenses thus far have been Entertainment deposits, Food Deposit, Postage, Taxes, and Website.
17. Prize – Denise – absent.
18. Website / Instagram – Melissa / Angela - Absent
 - a. Website is updated.
 - b. Working on sending out Instagram posts – would love to have a student manning these Instagram posts.
 - c. Instagram – FVHS2024.
 - d. The FVHS.2024 is not the one to use.
 - e. The Ticket sales has been posted.
 - f. Recommended Graphic designing students to help us.
 - g. Waiting for Denise to send prize information so Melissa can post.
 - h. We will be promoting that this is our 35th Year Doing Grad Night – can't find anything prior to 1989.
19. Construction – Ron Mack –
 - a. Will be cleaning out the Conex Box and taking inventory – Saturday April 6th.
20. Corporate Donations – Alaina
 - a. Sent out 25 letters for corporate donations.

- b. Setting up a meeting with Bingo – waiting on Dan to advise when this would be possible.
21. Marketing – Alaina
- a. Wrote BBN / Sean Ziebarth on getting in the Baron Banner newspaper as well as on BBN in the magazine.

Meeting adjourned at 7:00pm – Next meeting will be March 20, 2024, in the library.