

Project Graduation Meeting

MINUTES

DATE: 12/1/2016

PRESENT	Catalina Kirsch, Susan Morgan, Lori Daigle, Mary Welch, Jane Marie Kenny, Melissa LaRoche, Erik Brown, Sarah Kennett, Rebecca Pepin, Terry Young
ABSENT	Cindy Davis, Heidi Belle-Isle, Jen Brown
NOTE TAKER	Susan Morgan
START TIME	6:00 PM
MEETING END TIME	7:30 PM
DATE OF NEXT MEETING	Wed Dec 14, Thurs Jan 17

Agenda topics

Topic: Treasurer Report

DISCUSSION	Melissa is receiving responses from the business letters in the form of gift certificates and donations
	Spaghetti Shed \$221 from raffle and \$100 for Dine to Donate
	Deposit made on buses...\$5400 up from \$5235 last year
CONCLUSIONS	Current Balance \$8208.82, money from Thanksgiving 5K still pending

Topic: Thank You Notes

DISCUSSION	Catalina shared the thank you notes with the committee		
CONCLUSIONS	Everyone likes the design. Thank you Sarah Charles		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Deliver Box of Thank You Notes to Melissa	Catalina Kirsch	ASAP	

Topic: Minutes

DISCUSSION	No discussion on minutes from last meeting
CONCLUSIONS	Minutes approved

Topic: Senior Class Meeting

DISCUSSION	Catalina, Melissa and Rebecca spoke to Senior Class about P. Grad
	Remind now account set up as another way to communicate with Seniors and Parents

CONCLUSIONS	Seniors were receptive to presenters and completed survey of venue ideas		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Next Senior Class Meeting February	TBD		

Topic: Student Deposit Report

DISCUSSION	Sign ups are slowly trickling in. Two scholarship requests to date. 28 sign ups received to date.		
CONCLUSIONS	Need to mail sign up form home to those students not registered		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Stuff Envelopes and mail P. Grad Sign Up Form Home to students not signed up	Committee	Dec 14 @ 5:30 pm	
Compose Letter for mailing	Catalina	ASAP	

Topic: Poinsettia Fundraiser

DISCUSSION	72 Businesses, 40 students that sold and 12 individuals		
Thank you to everyone who sold and delivered, 41 Students sold 44% of the poinsettias!!			
Profit \$4405			

Topic: Bake Sales

DISCUSSION	Discussed Dec 10 for a bake sale at the Dance Show		
Music Weekend in Dec....No Bake Sales as Music Dept does this yearly			
CONCLUSIONS	Committee would like to do a bake sale on Dec 10 at the Dance Show		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Contact Holly F about Dance Show Dec 10	Terry	ASAP	
Sell @ Bake Sale	Mary	Dec 10	

Topic: Vendor Bingo

DISCUSSION	Catalina received an email from Tammy M asking many questions.		
CONCLUSIONS	Committee is looking for Tammy to head up this fundraiser and committee will support her		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Plan fundraiser	Tammy M	ASAP	

Topic: Moving on Fusion

DISCUSSION	Friday Feb 3		
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Topic: Thanksgiving 5K

DISCUSSION	184 Finishers...a very high number of participants, a few final expenses to be paid		
CONCLUSIONS	Catalina is estimating \$1700 for P. Grad after expenses are paid		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

Check to Melissa	Catalina	As avail.
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Topic: Settler's Green Black Friday

DISCUSSION	Cindy reported an easy \$500, Cindy has check
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Topic: Yankee Smoke House

DISCUSSION	Catalina finally got a hold of Joe, looking for a date in Feb	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Continue discussion with Joe	Catalina or Sarah	ASAP

Topic: Golf Tournament

DISCUSSION	NCCC Thursday May 11, Rebecca has been in contact with Kevin Walker and plans to meet with him after the holidays	
Rebecca will work on sponsorships after the holidays and a save the date		
Discussed a start time of 8:00 or 1:00		
CONCLUSIONS	Committee thought an 8 am start time for businesses was better	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Send Electronic Golf Files to Rebecca	Catalina	Dec 14

Topic: Bulletin Board

DISCUSSION	Cindy is working on updating the bulletin board	
CONCLUSIONS	Time to put Movin' on Fusion on bulletin board	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Get Info to Cindy for Bulletin Board	Catalina/Cindy	ASAP