

Committee Meeting
 Project Graduation 2017
 MINUTES

DATE: AUGUST 18, 2016

PRESENT	Catalina Kirsch, Mary Welch, Terry Young, Tina Sheehan, Cindy Davis, Tina Drouin, Jim Drouin
ABSENT	Sarah Kennett, Cathy Poppenwimer, Melissa LaRoche, Meredith Piotrow, Nancy Kelemen
NOTE TAKER	Catalina Kirsch
START TIME	6:00

MEETING END TIME	7:30
DATE OF NEXT MEETING	Sep 8, 6pm; Sep 20, 6pm; at KHS Classroom of Cindy Davis, Room A154
AGENDA ITEMS FOR NEXT MEETING	Send agenda items to catalinackirsch@gmail.com
SPECIAL NOTES	

Agenda topics

Topic: Introductions

DISCUSSION			
	Welcome Tina Sheehan, mom of Lily Sheehan. Welcome Jim & Tina Drouin, parents of Cain Drouin.		
CONCLUSIONS	n/a		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
n/a			

Topic: Review of Project Grad Mission

DISCUSSION	Catalina shared quick overview of project mission to provide a safe, alcohol/drug free night for students to celebrate their graduation. Handout is available. Description is available on the Project Grad. Page at the KHS website.		
CONCLUSIONS	Feel free to share the handout or direct individuals with questions to the webpage. Feel free to answer questions from the community about the purpose of the event based on this information.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
n/a			

Topic: Public Comment and Questions

DISCUSSION	Catalina suggests that there will be time at each meeting for public comments and questions about Project Graduation planning so that individuals can contribute to the project when they have topics for discussion that are not previously on the agenda.		
CONCLUSIONS	Committee is OK with this idea.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Public comment will be a regular agenda item for the committee	Secretary	Each meeting	

Topic: Old Business/ Secretary Position Open

DISCUSSION			
Catalina asks for help to fill the position of Secretary for the Project Graduation committee. Duties include regular participation in meetings, note-taking, publishing minutes, writing thank you cards to Donors.			
CONCLUSIONS	Position remains open at this time.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Recruit Secretary for Committee	All committee members	Sep 8, 2016	

Topic: Treasurer Report

DISCUSSION			
Melissa has sent a message to the committee. Current balance is \$2,245.00.			
Some materials and supplies, including golf sponsor tee signs and Donation cans have been transferred for storage to Melissa			
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Treasurer will give an update at each meeting.	Melissa LaRoche	Sep 8, 2016	

Topic: Review of minutes from July 28 meeting

DISCUSSION			
Minutes distributed. No questions.			
CONCLUSIONS			
Catalina will arrange for minutes to be available for public review on KHS website. Once the committee starts discussing details of the destinations and activities, those topics will be categorized as "non-public" session of the meeting and will not be posted publicly.			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Submit public meeting minutes to Leslie Sheaff for posting	Catalina Kirsch	Sep 8	

Topic: Project Graduation Planning Calendar handout

DISCUSSION		
Tentative planning calendar handed out. One detail added: Cake Auction April 8th or 9th. No questions to date.		
CONCLUSIONS		
Calendar will be updated regularly as details are finalized for various events.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Calendar update	Secretary	Sep 8

Topic: Event Update/ Poinsettia Fundraiser

DISCUSSION	Terry Young updated the committee. Previous year's notes have been reviewed.	
CONCLUSIONS	Terry will contact previous chair to begin plan for fall fundraiser. Volunteers will be recruited by geographic region.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Terry will contact Christina Campo and report on volunteer needs	Terry Young	Sep 8

Topic: Event Update/ Shannon Door & Joe's Spaghetti Shed Fundraisers

DISCUSSION	Cathy Poppenwimer sent in a report that she will work to organize these events with support from Meredith Piotrow and Melanie Levitt in Jackson.	
CONCLUSIONS	Cathy, Meredith and Melanie will organize these events.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Update the committee	Cathy Poppenwimer	Sep 8

Topic: Event Update / Yankee Smokehouse

DISCUSSION	Cindy shared some notes prepared by last year's committee who expressed reservations about doing a Yankee fundraiser. This year's committee discussed it and agreed that since there is willingness and interest to move forward with this event, we will keep it on the calendar. Sarah Kennett not present for a current update.	
CONCLUSIONS		
Sarah Kennett will organize this event with support from parents in the Tamworth, Freedom, Madison region.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Update committee	Sarah Kennett	Sep 8, 2016

Topic: Event Update / Movin' on Fusion

DISCUSSION	Catalina asked Becky Sosny, but she is unavailable to chair this event. Discussion of potential dance parents who might be recruited.		
Responsibilities would include coordination with Jeanne Limmer Dance Studio, event promotion, Project Grad Table at the event.			
CONCLUSIONS	Tina Sheehan will approach Darlene Drew. Terry Young will approach Karen Eisenberg		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Tina Sheehan will approach Darlene Drew	Tina Sheehan	Sep 8	
Terry Young will approach Karen Eisenberg	Terry Young	Sep 8	

Topic: Event Update / Cake Auction

DISCUSSION	Mary will receive some information from Melissa LaRoche from last year's committee.		
Mary suggests event date to be April 8 or 9			
CONCLUSIONS	Mary will connect with Melissa		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Mary will get materials from Melissa	Mary Welch	Sep 8	

Topic: Event Update / Thanksgiving 5k

DISCUSSION	Catalina will organized this event, which has benefitted various charities over the last 9 years. This year 50% of the profits will go to Project Graduation. The other 50% profits are designated to KMS 8th grade Philly trip.		
Catalina's goal is to raise \$1000.00 for Project Graduation. Business Sponsors and volunteers will be needed.			
CONCLUSIONS	Catalina will start planning the event. The event will be held under the umbrella of Acidotic Racing, a club where Catalina and Paul are members.		
Jim suggested business sponsor John Cyr Excavation, to contact Kim & John Cyr, parents of Shelby Cyr.			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Monthly Committee update	Catalina Kirsch	Sep 8	

Topic: Event Update / Settler's Green Black Friday Table

DISCUSSION	Cindy will organize this event.		

CONCLUSIONS	Cindy will contact last year's organizer, Diane Bowles, for details.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Committee update	Cindy Davis	Sep 8

Topic: Nurse Chaperone needed

DISCUSSION	The Project Graduation trip will need a Nurse on staff as a chaperone. Sarah Kennett not present to give an update.	
CONCLUSIONS	Possible Nurse recruits: Sarah Kennett, Helen, Tina Drouin, Kris Dascoulias	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Committee will recruit a nurse chaperone	tba	Spring

Topic: New Business / Opportunities for Leadership

DISCUSSION	Various opportunities for individuals to participate and contribute. See below	
CONCLUSIONS	Donations housing: donations will be housed by Melissa LaRoche at her business, Total Concept Property Management, Madison; Secretary/other volunteer needed to do Thank You letters: Committee suggests asking Sarah Charles; PR/ marketing chair needed: no suggestions; Golf Tournament Chair needed: committee suggests Ingrid Dewitt; Chaperone recruitment will be a spring task volunteer opportunity; Student Representative recruitment: Cindy Davis will recruit student reps to attend meetings (year-long commitment not needed); Event Chairs needed for Flatbread and Friendly's Restaurant Fundraisers.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Ask Sarah Charles about Thank you cards	Catalina	Sep 8
Ask Ingrid Dewitt to chair Golf Tournament	?	Sep 8
Recruit Student Reps to give input to Project Grad Committee at regular meetings	Cindy Davis	ongoing

Topic: Planning Calendar / Meeting Schedule

DISCUSSION	Committee discussed need for regular meetings and frequency of meetings needed.	
CONCLUSIONS	September meetings will be every two weeks. As project gets more involved, meetings will become weekly.	

Next two meetings will be Sep 8, Sep 20, at 6pm, in classroom of Cindy Davis, Rm A154

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Next two meetings to be scheduled for Sep 8 and 20, 6pm at KHS, A154. Determine if building use form must be completed	Cindy Davis.	Sep 8

Topic: Student Deposit & Schedule

DISCUSSION	Committee tabled a discussion to decide the amount of a student deposit and deadline for deposit.	
Catalina suggested that the committee provide a means for students to fundraise the amount of the deposit, similar to the example		
Of KMS 8th grade trio, which required a \$100 deposit but gave students the option of selling \$100 in prize calendars to cover it.		
CONCLUSIONS	Tabled for future meeting.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
n/a		

Topic: Upcoming Visibility Opportunities

DISCUSSION	Committee discussed need to keep an eye out for visibility opportunities to get the word out about Project Graduation.	
CONCLUSIONS	September 27 is KHS Open House. PG17 should have an information table. For discussing at Sep 8 meeting.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Recruit volunteers, develop materials/handouts, obtain table banner.	Catalina	Sep 20