

Committee Meeting

Project Graduation 2017

MINUTES

DATE:

9/8/2016

PRESENT	Catalina Kirsch, Cindy Davis, Melissa LaRoche, Sarah Kennett, Mary Welch, Terry Young, Tina Sheehan, Lori Daigle, Jane Marie Kenny, Susan Morgan, Heidi Belle-Isle
ABSENT	Cathy Poppenwimer, Tina & Jim Drouin, Erik & Jen Brown, Sherry Cormier, Nancy Kelemen, Meredith Piotrow
NOTE TAKER	Catalina Kirsch
START TIME	6:00pm

MEETING END TIME	7:30pm
DATE OF NEXT MEETING	Sep 20, Oct 12, Oct 27; 6pm
AGENDA ITEMS FOR NEXT MEETING	
SPECIAL NOTES	Tue, Sep 27 KHS Open House 6pm Sat., Oct 1 Mattress Fundraiser and Yard Sale Mon., Oct. 10 Columbus Day, No School Oct. 28 & 29 Drama Club Show, 7pm Sun., Oct. 30 Drama Club Show, 2pm

Agenda topics

Meeting began with introductions, review of Project Graduation Mission and time for public comment. Welcome Lori Daigle, Jane Marie Kenny, Heidi Belle-Isle.

Topic: Date and Time of Project Graduation Start.

DISCUSSION	Melissa LaRoche was approached by women in the community with questions about why the event is on Grad Day and why it starts so early. There is concern that out of town family members do not have enough time to visit with the graduates before they depart and that some grads opt out of the event for time with family.	
	The committee discussed the rationale of the 3pm start time and the challenges it creates. There may be some research basis for the early start time to prevent risky behavior. There may be some argument for a later start time. The committee would like more information to make a more informed decision.	
	There was a suggestion to survey the community on this question.	
CONCLUSIONS	Heidi, Terry and Cindy will investigate more information that could help the committee consider a change to a 6pm start time and/or to prepare a community survey to get input from the public.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Collect information that would help the committee make a decision about a survey, about a start time change.	Heidi, Terry, Cindy	Sep 20

Topic: Student Input: No students present. No messages received.

Topic: Secretary Position open. No volunteers at present

Topic: Student Roster. KHS is working with the new Power School system and will prepare a list for us. In the meantime, Catalina has prepared a draft list using list of students from the 2016 Yearbook. Copies will be shared. Please use the list to enlist help from parents known to the committee.

Topic: Treasurer Report, Melissa LaRoche

DISCUSSION	Balance, \$2,245.92; After some pending transactions, \$2,565.92 Signature rights have been transferred to Melissa and Catalina. A debit card is available this year to process payments to vendors.	
	Pending transactions involved resolving last year's car raffle (refunds offered). Spirit of Boston gave a \$320 refund and extended a discount to this year's class, should we choose to work with them.	
	An estimated \$2-3K is our seed money passed from class of 2016. The committee discussed a goal of reserving a similar amount to pass on to the next year's class to pay it forward.	
CONCLUSIONS	Committee is in favor of passing off seed funds to next year's class. Event chairs will work with Melissa to process any payment to vendors or request reimbursements in a timely manner for expenses incurred running a fundraiser.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Treasurer's report	Melissa LaRoche	Sep 20

Topic: Review of Minutes of Aug. 18. No comments, questions.

Topic: Review of Planning Calendar. No comments questions.

Topic: Poinsettia Fundraiser, Terry Young, Lori Daigle

DISCUSSION	Welcome Lori Daigle, who will be helping co-chair this fundraiser. Terry and Lori consult with past chair Christina Campo. They are updating flyers and announcements.	
	Committee discussed price rates and agreed to make no changes. In 2016 the event raised \$4,245.00. Previous years raised up to \$6K. Ideas for event promotion include ads in Daily Sun with order form as in the past and Valley Originals.	
	Committee discussed value of student involvement in the sales of poinsettias. There was some brief discussion of offering students a means of fundraising to cover their \$40 registration fee. Some discussion about a gas card prize for top student seller.	
CONCLUSIONS	The suggestion is that each Senior sell 4 poinsettias.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Committee Members contact Terry, 603-730-4348, alpinegardening@gmail.com and sign up to deliver order forms and collect orders from a prepared list of businesses in a specific region of the valley. Lists are ready and committee members are invited to add to the list.	Catalina & Melissa will do the Madison area list.	October, after order forms released

Topic: Shannon Door & Joe's Spaghetti Shed Fundraiser
Cathy Poppenwimer, Meredith Piotrow, Melanie Levitt working on scheduling these events and will have dates to share at the next meeting.

Topic: Yankee Smokehouse. Sarah Kennett. No update.

Topic: Movin' on Fusion, Tina S., Terry Y. will contact Jeannie Limmer and coordinate with her.

Topic: Cake Auction: Mary Welch. Event will be April 8th.

Topic: Thanksgiving 5K. Catalina Kirsch. Catalina is working to host the event under Acidotic Racing. Details for registration, insurance, business sponsorship and more are being confirmed. Business sponsors and volunteers are typically needed. Fundraiser goal for Project Graduation is \$1K

Topic: Settler's Green Black Friday table. Cindy Davis. No update.

Topic: Nurse Chaperone for Project Graduation. Tabled until Spring. Ideas include inviting Sarah Kennett's mother Helen, Cheryl Clapp, Tina Drouin, Kris Dascoulias.

Topic: Donations received. Any gift certificates collected or products collected as donations are to be submitted to Melissa LaRoche for housing. Event chairs will contact Melissa to receive these donations for use at raffle tables at fundraisers.

Topic: Volunteer Opportunities.

- Thank you letters. The committee would like to send written thank you notes to donors.
- PR/Marketing Chair.
- Golf Tournament Chair.

Contact Melissa, Catalina, or Cindy if interested.

Topic: Bake Sale Chair. Mary Welch. Bake sales will be organized for presence at Black Friday, Movin on Fusion and Cake Auction

Topic: Chaperone Recruitment. Tabled until spring.

Topic: Flatbread Co, Friendly's, Applebee's. Catalina will inquire and report back.

Topic: Meeting Schedule. Next three meetings will be Sep 20, Oct 12 & Oct 27, 6pm, Rm 153

Topic: Student Deposit. The deposit remains at \$40. Some discussion of giving students an opportunity to raise the \$40 registration fee through fundraising. No decisions made.

Topic: Upcoming Visibility Opportunities: Tue Sep 27 Open House 6pm; Fri/Sat, Oct 28, 29, Drama Club Show 7pm; Sun Oct 30, Drama Show 2pm; Winter Sports Meeting, November. Committee will try to have a presence at events like these to recruit support and parent involvement.

Topic: Non-Public Session. Once committee starts to discuss confidential details about Project Grad event destinations, there will be a non-public section to the meeting which will be closed to the public and for which separate minutes will be prepared.

Meeting adjourned 7:30pm