

Project Graduation Meeting

MINUTES

DATE: MARCH 29, 2017

PRESENT	Catalina Kirsch, Erik Brown, Susan Morgan, Mary Welch, Cathy Poppenwiner, Terry Young, Rebecca Pepin
NOTE TAKER	Susan Morgan
START TIME	5:30 PM
MEETING END TIME	7:15 PM
DATE OF NEXT MEETING	Tues April 11th and Wed April 26th.....Meetings will start at 5:30 PM with a non-public venue meeting to follow around 6:30

Agenda topics

Topic: Treasurer Report

DISCUSSION	Melissa sent an update to Catalina.....current account balance \$19874.06.
	2 golf sponsorships have come in that have not been deposited
	11K to still raise....Cake Auction, Yankee Smokehouse, Golf Tournament and McDonald Motors still to happen as fundraisers

Topic: Flatbread Fundraiser

DISCUSSION	Made over \$1000 on this fundraiser, auction items went for very little money, 50/50 raffle made us good money
	Pizza check is still pending from Flatbread and will put our account over \$20K

Topic: Student Registration

DISCUSSION	Mary has 82 students signed up to date, 13 out of 82 are scholarship requests
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Topic: Golf Tournament

DISCUSSION	Rebecca handed out sponsorship forms, posters and registration forms to the committee	
	Rebecca reviewed with everyone who they had volunteered to ask for sponsorships	
	Discussed how will registrants pay by credit card?	
	Sarah Charles is advertising in Conway Daily Sun April 14, 15, 28 and 29	
	Donuts and coffee for breakfast	
	Allison Solomon has been helping Rebecca with the Golf Tournament	
CONCLUSIONS	Committee discussed online registration vs. checks/cash	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

Solicit businesses	Committee Members	ASAP
Credit Card Payments	Kevin will process	
Contact Joanne Shaw and Jackie Burke	Susan	ASAP
Contact Leavitt's Donuts	Cathy	ASAP
Ask Indian Mound for Round of Golf Prize	Erik	ASAP

Topic: Drive 4 Students

DISCUSSION	We believe MacDonald Motors has set date of April 29th as tentative date, this is Cal Ripken Opening Day	
	Cindy Davis has met with Neal Moylan, Allison S. will approach vendors for	
	Sharing fundraiser with Prom Committee,	
	Aroma Joes wants to help with donations	
CONCLUSIONS	Committee would like to explore changing date so it does not conflict with Opening Day Parade	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Check on date of April 29th	Terry passing to Cindy	ASAP

Topic: Student Letter to Scholarship Recipients

DISCUSSION	Letter has been drafted	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Letter to Students in Reading Break	Cindy	This Week

Topic: Cake Auction

DISCUSSION	Looking at date change to May 6th, Mary is planning to have it at the Brown Church	
	Planning on 100 people to feed, working on food donations	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Firm up date with Brown Church	Mary	ASAP

Topic: Yankee Smokehouse

DISCUSSION	Wednesday April 12th, Mary, Melissa and Catalina are planning to help run the evening	
	Coupons will come out 10 days prior to event	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Share coupons once available	Committee Members	Early April