

Project Graduation Meeting

MINUTES

DATE:

10/27/2016

PRESENT	Catalina Kirsch, Lori Daigle, Susan Morgan, Cathy Poppenwimer, Melissa LaRoche, Jane Marie Kenny, Erik Brown, Sarah Kennett and Rebecca Pepin
ABSENT	Cindy Davis, Tina Sheehan, Tina and Jim Drouin, Jen Brown, Terry Young, Mary Welch and Heidi Belle-Isle
NOTE TAKER	Susan Morgan
START TIME	6:00 PM
MEETING END TIME	7:30 PM
DATE OF NEXT MEETING	Wed Nov 16; Thurs Dec 1; Wed Dec 14
AGENDA ITEMS FOR NEXT MEETING	
SPECIAL NOTES	Bake Sale Oct 29 at Drama Club Show Joseph's Spaghetti Shed Fundraiser Nov 7

Agenda topics

Topic: Thank You Cards

DISCUSSION	Thank cards designed by Sarah Charles have arrived	
CONCLUSIONS	Cards need to be picked up from Sarah	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Pick Up Thank You Cards	Melissa	ASAP

Topic: Treasurer's Report

DISCUSSION	Quickbooks is up and running. Melissa has collected \$2245.95 from KMS 8th grade leftover from Philly fundraising. Poinsettia fundraiser \$5798 deposited so far. 2016 Project Grad proceeds to Class of 2017 \$3092.49.	
	\$11,216.41 in account currently	
	\$200 in expenses: Valley Promotions \$75 and \$125 MWV Chamber, \$75 spent at Staples for Fundraiser Chair to have at each fundraiser.....large bucket with all the supplies	
CONCLUSIONS	Discussed how to pay it forward to other classes. Do we give money to 2018 and 2019. Decision was made to give \$1500 to Class of 2018	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
\$1500 to Class of 2018	Melissa	ASAP

Topic: Review of Minutes

DISCUSSION	No discussion
CONCLUSIONS	Minutes approved

Topic: Survey re: Start Time of PG

DISCUSSION	Heidi has completed the survey. Catalina has put the survey on Facebook	
CONCLUSIONS	Survey needs to be sent out to Seniors via Connect 5 Email (new alert now system)	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Survey in Connect 5 Email	Catalina	November

Topic: Student Deposit

DISCUSSION	Deposits are starting to come into Melissa. We can not mail registration form with report cards as other items are being sent home by school.	
	Discussed a way for student to earn \$40 deposit for PG for students that may need help financially	
CONCLUSIONS	Pass out registration form via email, reading break, Fall Sports Awards and Winter Sports Meeting	
	Decided to wait until December to see who still needs to pay deposit and will see the financial need at that point	
	Members are in favor of having students work at fundraisers to earn their deposit money	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Email and forms to reading break	Catalina	ASAP
Handout form at Fall and Winter Sport Nights	Mary/Catalina	Nov 14 & 14

Topic: Business Outreach Mailing

DISCUSSION	Melissa has received the Chamber mailing list. Need to get list on computer
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Members reviewed Business Letter at meeting		
CONCLUSIONS	List can be scanned and converted to an Excel Doc	
A few changes need to be made to Business Letter		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Scan Business List and convert to Excel	Cathy	ASAP
Small Edits to Business Letter Copy and Fold	Catalina/Cindy Mary	ASAP

Topic: Connect 5 Messages

DISCUSSION	Members reported that some people received only the phone call, only the email or no message at all	
CONCLUSIONS	Need to talk with KHS front office staff re: problems with Connect 5	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Talk with Jen McGinley or Leslie in KHS office	Catalina	ASAP

Topic: Poinsettia Fundraiser

DISCUSSION	Final orders coming in. Placing order tomorrow for ~700 plants. \$11,500 in orders which is on par with past years. 41 students sold plants. Ordering a few extra plants to be sold on delivery day to teachers.	
Delivery is now Thursday Oct 17th instead of Oct 18th		
CONCLUSIONS	People will be needed to do deliveries to businesses	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Ask people to help with deliveries; email/facebook	Catalina	ASAP
Organize fundraiser info for next year's committee	Terry/Lori	11/16

Topic: Bake Sale Oct 29th

DISCUSSION	Mary's update via email to Catalina. Erin Russell is helping Mary. Needs a cash box. Has folks committed to make bake goods. Water is donated by Browns	
CONCLUSIONS	Mary will need change	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Cash Box to Mary	Melissa	ASAP

Topic: Spaghetti Shed Nov 7th

DISCUSSION	Cathy and Catalina have gotten the word out to schools and local media outlets	
Only 6 raffle items		
CONCLUSIONS	Need members to help get flyers out, flyers passed out at meeting	

Need more raffle items		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Flyers up in community	Members Present	ASAP
Raffle items from Businesses	Cathy	ASAP

Topic: Vendor Bingo

DISCUSSION	No Report
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Topic: Movin' on Fusion

DISCUSSION	No Report
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Topic: Thanksgiving 5K

DISCUSSION	7 business sponsors so far for ~\$700, check in office from Memorial Hospital	
Registration is live and a few people have registered		
CONCLUSIONS	More registrations will happen in November as we get closer	
Students can help, will need prizes for top finishers		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Check Pick Up in Office as needed	Melissa	As needed

Topic: Settlers Green Black Friday Table

DISCUSSION	PG will make \$500 for staffing a table on Thanksgiving night from 5-10 PM, Settlers Green will set up table and provide needed supplies	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Table Workers	Cindy, Cathy and Melissa and students	11/24

Topic: Applebee's Fundraiser

DISCUSSION	Flap Jack Fundraiser vs Dine to Donate, More work to get people to a Flap Jack fundraiser as Applebee's does not sell breakfast. Dine to Donate you have a captive audience with anyone there to eat who has a coupon, can handout coupons in parking lot	
Have to give Applebee's 3 dates that work for us		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Tabled for Further Discussion		

Topic: Yankee Smokehouse

DISCUSSION	Sarah has emailed Joe and called with no return communication	
CONCLUSIONS	Need to make contact with Joe	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Date Discussion with Joe	Melissa	ASAP

Topic: Golf Tournament

DISCUSSION	Tammy talked with Indian Mound. Melissa is meeting with Kevin at NCCC	
This is a large fundraiser for PG		
CONCLUSIONS	Rebecca needs a co-chair	
Businesses will need to be contacted for hole/cart sponsorship		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Talk with Gredel Shaw	Rebecca	ASAP
Pass Golf Information onto Rebecca	Catalina	ASAP

Topic: Bus Reservation

DISCUSSION	When do we reserve bus. Melissa says we need to reserve the bus now	
CONCLUSIONS	Time to make our bus reservation. Need to reserve 3 buses.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Make Bus Reservation	Melissa	

Topic: Venue Planning Committee

DISCUSSION	It is time to start discussing venues for PG and contacting venues for pricing	
CONCLUSIONS	Need 6-8 people who are willing to commit the time to meet regularly and make phone calls to venues to gather information	
Melissa, Catalina, Susan and Jane have committed to the Venue Planning Committee		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Need 2-4 more volunteers		ASAP