

GALA MINUTES

**St. Peters School
Gala Committee**
January 19, 2012

The meeting was called to order by Karen Trainor at 9:00 a.m.

In attendance

Karen Trainor
Jane Davis-Boglione
Sandi McCallum
Kim Winters
Danelle Hector
Elizabeth Papendorp
Helen Strejcek
Evelyn Encinas-Loncar
Aoife Brennan
Abigail Lewis Bowen

Other Volunteers not in attendance

Aileen Ramos
Mahua Roy
Laura Diaz
Hilalary Marchio
Margaret Walsh
Susan Stewart

New Business

- Karen gave a general Gala update; RSVPs were starting to come in particularly from the lower grades (it would appear that some of initiatives are working), floral arrangements are secured, entertainment is all set. Some discussion was held on the upcoming meeting with auctioneer on the 26th at 9:30am. Some of the items that were mentioned as important to address; the heads and tails game, the recorder position and generally an understanding from her on how she plans to run the evening outside of the general schedule of the evening which has been shared.
- Update on donations to date; overall and by class. Discussion on how to proceed with encouraging individual classes to meet their donation requirements resulted in Eve, our gala room parent Liaise setting up a Google document where room parents could update their donations by class in a central document. We agreed that this week we should start

to emphasize in correspondence from room parents the numbers of donations in to date per class. We will not list who has donated to date but track it on a per class basis.

- Discussion on the database updates was initiated by Elizabeth. Elizabeth is unavailable this current week so the other gala committee members will help keep it updated including Karen and possibly Maeve.
- We discussed the teacher/class donations. Karen had met with teachers to make sure this was underway. Eve suggested she would also reach out to teachers and room parents to make sure this was underway.
- There was some general discussion on what donations should be listed on the website. Experience suggested that the major donations should be listed and the gift card and other donations would not be listed as they are often packaged with other goods and services. There was some concern expressed about the website being the reference point for parents to understand what businesses had been solicited but the consensus was that it would be very unlikely that there would be any duplication of solicitation efforts and as such the website would simply list the major donations.
- Raffle ticket sales-Helen plans to do the updates outside each class and Karen has spoken to the teachers about encouraging the class and parents on this initiative. Raffles tickets went home in backpacks two weeks ago. In correspondence in newsletter and letter from principal and to room parents, the important of selling them will be reinforced.
- The Volunteer assignments were reviewed by the group and some new assignments were made. 3 additional volunteers are needed. We decided upon a training date of February 9th which would be held in the faculty room concurrent with packaging the gift donations.

- Update on correspondence to parents; Kim advised us that she was working on a letter from the principal and some discussion centered on what to include. It was agreed that the general theme to room parents would remain consistent.
- Hotel logistics-the idea of the wine up sell was discussed which had been proposed by a parent. Jane had already reached out to the hotel and they subsequently shared that they were not comfortable with the idea. The general consensus of the group was that it was not a good idea for the reasons of the "deal" already in place with the hotel, liquor license laws and the small margin for profit.

The next meeting will be held on Thursday the 26th at 9am in Mrs. Leahy's office as opposed to the faculty room.