

GALA MINUTES

St. Peters School

Gala Committee

January 5, 2012

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

In attendance

Karen Trainor
Elizabeth Papendorp
Jane Davis-Boglione (phone)
Sandi McCallum
Margarita Fenn
Kim Winters
Abigail Lewis Bowen

Other Volunteers not in attendance

Evelyn Encinas-Loncar
Aileen Ramos
Mahua Roy
Laura Diaz
Hilalary Marchio
Helen Strejcek
Kim Winters
Margaret Walsh
Susan Stewart
Danelle Hector
Aoife Brennan

New Business

- Overview of Auctioneer agenda-Kathy Kinston of Kingston Auctioneers; Next scheduled meeting with her January 26th, 9:30am. Karen had a meeting by phone with her this week. There will be a "fund in need" as part of the night and the recipient is under discussion- agreed to bring to the board the possibilities for the "fund in need"- scholarship money OR curriculum enhancement. Feedback from the Auctioneer- less is more in silent auction-Keep the items to 60/80. Detailed agenda for the night to follow from Karen.
- Hotel updates; best available room rate for the hotel overnight is \$159. It is Valentines weekend and with consideration of the value of the overall package from hotel, this was best avail rate. Some discussion on the rate and most agreed that it was a reasonable rate. Jane to work with Jim Anello to set aside 10 rooms, Margarita to research online sites for any lower rates available and

communicate to Jane. Jane to work with Jim on ordering two cordless mikes, sound system for the silent auction room and ensure that the DJ can be plugged in to sound system in main function room, also confirm outside line for credit card Also, Jane to confirm room capacity and establish when we can expect the Banquet Event Orders (BEO).

- Final discussion on check-out process-multiple check-out stations onsite. Abigail to update checkout process document. Elizabeth assigned as key contact for that area for the night.
- Communications Chair; Kim Winters to put together the weekly sheet which will go out in children's backpacks weekly on Fridays. First communication scheduled for this Friday. Raffle tickets will go the following Friday. The communication this week will include the exotic vacations that are part of the Auctioneers package; the idea being to prepare folks in advance for the items available to bid on.
- Volunteer Planning update and assignments. Jane to update the volunteer planning SS and include in the distribution to Eve that will go to room parents. In advance, Karen to review and add names to any assignments that may have contacted her directly. New roles and functions added.
- Next and Scheduled Correspondence to Room Parents-Jane to email Eve to outline what we want to communicate to room parents by Friday; attendance at Gala, inviting friends and relatives, donation solicitation, volunteer solicitation (with sign up sheet) and raffle tickets. Correspondence to go to room parents weekly. Karen to give Jane list of examples of donations that can be included in the correspondence to room parents.
- Gala goal-how do we reach 100k-discussion on ideas? Karen to ask Mr. Smith for his incoming parents list and mail to those parents with invites

- Preparation for updates for upcoming PTA meeting. Jane to respond to the PTA with the agenda for next meeting and also to request their assistance to ensure attendance of room parents at the next PTA. In addition, to suggest that we move the Gala discussion to the forefront of the agenda and ask for a PTA representative to attend the weekly Gala meetings.
- Karen to contact Tim Toomey about the opportunity for "state representative" for the day.
UPDATE: This has been confirmed.