

GALA MINUTES

**St. Peters School
Gala Committee**
November 29, 2011

The meeting was called to order by Karen Trainor at 1:30 p.m.

In attendance

Karen Trainor
Elizabeth Papendorp
Danelle Hector
Jane Davis-Boglione
Evelyn Encinas-Loncar

Other Volunteers not in attendance

Aileen Ramos
Mahua Roy
Laura Diaz
Abigail Lewis Bowen
Margarita Fenn
Hilalary Marchio
Helen Strejcek
Kim Winters
Margaret Walsh
Susan Stewart
Sandi McCullan

New Business

- Distribution of Gala documents. Overview of key Gala event; February 11th, 2012-Sonesta Hotel Cambridge. Invitations designed and at printers-Taco Mathews. Major donor secured-Orthodontics of Cambridge. Chair-Karen Trainor, Honorary Chair-Barbara Sullivan, alumni.
- Appointment of Gala room parent Liaise to Evelyn Encinas-Loncar. Eve to send out email to room parents to help prepare for the event. In addition, appointment of Eve to Silent Auction items.
- Discussion of appointment of professional auctioneer-Kathy Kinston of Kingston Auctioneers; fees associated and opportunity to meet with in advance with auctioneer. Some review of contact and silent auction items included in auctioneer contract. Follow-up: *copy and distribute auction pointers/tip as provided by auctioneer, further review of contract and scheduling of appt and available consult time per contract.*

- Auction database assignment for data entry to Elizabeth Papendorp. Elizabeth to sit with Karen to review the software program and also to consult with Maeve Freaney (who held the responsibility in previous years). Discussion that a lot of work on this assignment is required in the two weeks prior to the Gala date. Follow-up: *further discussion required about the ability to network software so that there could be multiple check-out stations on-site.*
- Discussion on auction goal-currently set at 100k.
- Assignment of Jane Davis-Boglione to Hotel Liaise for all convention services items; menu selection, tastings, room sets, etc.
- Review of standing committee assignments-Need to assign some volunteers to the following areas; mailing, catalogue, runner/spotter, publicity/advertising, greeters, close out, clean-up. The following areas are currently assigned Marketing/Information-Kim Winters, Raffle Chair-Helen Strejcek.
- Suggestion to facilitate gala meeting agenda and minutes and to calendar a timeline with tasks and assignments-assigned to Jane Davis-Boglione.
- Meeting adjourned with next meetings scheduled for Auction Planning Meeting - December 13 at 9am, Faculty Room Invitation Mailing - December 20 at 9am, Faculty Room