

## Annual Fund Committee Meeting Notes

Wednesday, December 14, 2016

4:30pm – 5:30pm / Building A Room 9

- I. Members Present:
  - a. John Gawarecki, Romelle Pornschloegl, Merrily Karel, Nastran Khanpour, Ali Thames, Barbara Gray, Deborah Webster
  - b. Absent: Ken Theilman
- II. Update on Give to MSA
  - a. Amount brought in Final numbers
    - i. Little over \$39,000 turned in to date. Corporate pledges and monthly pledges not received yet. Donations down about \$16,000 over last year's one day give date.
  - b. Prizes and winners.
    - i. Each student was notified and given certificates of pizza or jamba juice an/or sweatshirt. Teachers and study hall winners will be announced before Dorkathon.
  - c. Receipts mailed
    - i. As of mailing this week 185 families participated.
  - d. Progression on spending
    - i. Electrician contacted by John and Paul. John will pick
    - ii. Science Team made wish list and ready to purchase items. John will let them know when they can go ahead and start purchasing.
    - iii. Laptops on hold until we can talk to Justin about his laptop procurement plan
    - iv. Impact grant applications will take place towards the end of the school year.
  - e. Website thermometer
    - i. Romelle and Justin will change/update it to reflect the goal for the 2016-2017 school year.
  - f. Letter of thanks
    - i. John working on this. Will have it ready to go out early part of 12/19 week.

- g. Preliminary evaluation of event
  - i. Glitch on Give to Max 8am - 3pm could have had an effect.
  - ii. Advertising event not started early enough
  - iii. Have a volunteer next year post hour by hour amount emails
  - iv. Space fundraising events even further apart.
  - v. Survey asked had good response to find out what community wanted.
  - vi. Make sure show and document where all money was spent- put photos on webpage.
- III. Update for Dragon Dinner
  - a. Location:
    - i. Oak Marsh Golf. Seat 280. Not the perfect venue (ball room has a few odd placed walls), but food is good and rental price is reasonable.
  - b. Menu
    - i. Romelle, Merrily, and Jenny tried the food making sure there would be a fish, chicken, vegetarian, and gluten free options. Need a second tasting to choose the vegetarian and chicken dishes. Oak Marsh has a large menu. Chosen foods will be under \$40 per person.
  - c. Folders
    - i. Merrily and Romelle are meeting next week to go over what needs to go into folders for the Hatching. Also creating documents. Need to create a timeline (Merrily) and Romelle will create a Google Doc of donation solicitations. Explanation of why we are having this event, Invitations, RSVP card, Receipts x2, How to solicit, are items that need to be in the folders.
  - d. Volunteers-hatching
    - I. Merrily would like an email set up with Justin [DragonDinner@mnmsa.org](mailto:DragonDinner@mnmsa.org) with permissions for Chairs able to see it.
    - li. Donated items need to be documented as arriving and stored.

Since MSA is very limited on space Large items will be stored at Merrily's house ( if no other parent who lives closer volunteers) Gift cards and valuables will be stored in the MSA safe.

- ii. John will look into Anchor Bank to see if we can get a credit card reader for the event. Merrily stated that without being able to take a credit card for this event- donations will be very low.
- iii. Event will be advertised as a +21 and over event since alcohol will be served.
- iv. Announcement needed more time to put together than we thought. It will go out on the 21st as long as the Give to the Max letter is sent out first.

Next two meetings

January 4, 2017. 4:30 -5:30. Room 9

January 11, 2017 4:30-5:30 Room 9