

## **Annual Fund Committee Meeting Notes**

Wednesday, January 4, 2017

4:30pm – 5:30pm / Building A Room 9

- I. Members Present: John Gawarecki, Romelle Pornschloegl, Merrily Karel, Ali Thames, Barbara Gray, Deborah Webster, Ken Thielman, Jenny Pothos  
Absent: Nastran Khanpour
  
- II. **Lunch/Breakfast for Give to the Max**
  - a. **Thank You Email Letter Update**

Letters went out before break. More people gave, but fewer dollars per person was received.
  
  - b. **Set date for breakfast and lunches**

Reward event will be done this Friday. Kids asked to have ice cream instead. We laughed, but that's what they'll get.
  
  - c. **Finance update**

Romelle couldn't connect with Amanda this week, so we are waiting to find out if more donations came in.
  
- III. **Dragons on gym wall**

This looks nice. The students, staff, and others were quite impressed. It only took three days to complete. John attained the artist and told the committee it cost around \$3,500. No discussion was had as the dragons were already painted on the wall.
  
- IV. **Non AFC fundraisers**

Jerry does Sounds of Hope and was asked to give funds to MSA instead of to the charity they've gone to in the past. Jerry didn't want to make the decision without talking to the kids.

Concern was expressed about all the other student groups that do fundraising for outside causes when MSA really does have a need. A parent perspective was included and agreed with that concern.

This group (ALC) is trying to get a handle on all the fundraising that is going on. Since all these groups are going after the same donors, multiple requests throughout the year could become annoying. It could be a good idea for the ALC to attempt to coordinate donation requests.

It was pointed out that the other groups may have a requirement to do some of these fundraising activities (NHS comes to mind). It would be a good idea to find out what the requirements are for some of those organizations. Again, if the ALC could coordinate which organizations are asked to donate, then maybe we multiple requests of the same donors could be minimized.

Since we haven't made our GTTM goal, it seems like a good idea to tap these other groups to help out the school.

## **V. Hatching Update**

Jenny volunteered to be the vice chair of this activity. The tasting went well, but some food was nixed, so an additional visit was required.

Dessert is not yet chosen, but the main courses have been chosen (champagne chicken, mahi-mahi, etc.)

We may not make enough money to cover the cost of the food with the current ticket price. So, we may need to raise the price. Some parents were polled and they thought \$40 was too low; they are used to paying at least \$50.

Primary income will come from the auction, silent auction, or whatever the activity will do.

The hatching will be on January 12 (the first task force meeting will be at Oak Marsh). Each year the event will have a different theme, so this will be discussed at the meeting. The daily announcements have now included the date.

The next meeting will be on Feb 2 at MSA. There should be another meeting in Feb, but no date is set yet. The third meeting will be in March shortly before the event.

## **VI. Dragon Dinner Auction**

### **a. Dragon Folders**

All families will get a nice folder with all the information they need regarding how to help out with this event. These folders sound very user friendly.

Committee members will receive a more detailed folder on what is needed and how to help.

The best way to get a donation is to physically visit the organization being asked to donate.

### **b. Communication to MSA Community**

The timeline, thank-you letter, request for donation letters was contained in a schedule that was presented to this committee.

The timeline was discussed (see separate handout) with some recommendations for when to start NEXT year to help out this effort. Some details on what is expected for the items on the timeline were also discussed. This year we don't have a lot of time (even though it seems like a lot of time between now and March 10).

Letters requesting donations must be followed up with a phone call to actually get/pick up the item being donated. If the phone call doesn't happen, we probably will not receive a donation. We can include a SASE for small items to be donated (like movie tickets), but a phone call is the

best way to ensure we get donations. Phone callers will be identified by name so we know who is responsible for which donation request.

We are still looking for ideas on who to send the letters to. Parents, teachers, and students will be prompted for ideas.

The donation letter will be available on line if a person wants to print it out and go to a place and ask for a donation.

We plan to go cheap with the invitation. It looks like there could be 600 – 800 invitations.

New price of a ticket was established at \$45. There will be a possibility to arrive unannounced, so the at-the-door price will be \$55.

Email announcements will go out multiple times per week. The themes of those communications were discussed.

Multiple ideas for auction items (like craft events, which are considered very popular) were discussed.

#### **c. Storage of items**

Bulky items will be going into Jenny's house. Cash or other small items will be opened by Romelle in the office with witnesses and stored in a convenient spot.

#### **d. Software**

We are hoping the purchase of the auction software will be a one-time cost and will help future fund raising efforts.

#### **e. Credit card capability**

MSA has been locked out of PayPal since the beginning of the school year (the history of problems goes back farther than that) with no success at freeing up the money. We cannot have another account because it's tied to an address. Much frustration was expressed. Several ALC committee members volunteered to become

pests at bothering PayPal. Justin has the phone numbers, so contact him if you want to be a pest.

Next Meeting is January 11, 2017 4:30pm – 5:30pm / Building A Room 9