

Grad Night Meeting Minutes

10/1/14

Meeting called to order at 7:05 pm by Andie Jacobson, Vice-President. Andie welcomed everyone, and asked each person attending to introduce themselves. Although a video with last year's grad night photos had been planned, we were unable to locate a laptop in time to present, and suggested we be prepared to show at the next meeting.

Minutes of 6/4/14 were read and reviewed silently. Jackie Pennella motioned to approve minutes, Kate Tran seconded the motion, and minutes were unanimously approved.

Treasurer's Report presented by Vicki Bandurian. Since there were not enough board members present to approve the proposed budget, Andie suggested we wait until next month to approve. Vicki put in a "plug" for purchasing scrip, and spoke about the need for someone to replace her as Treasurer. She offered to assist and train anyone interested, and encouraged us to put the word out.

Current open positions: (and those who stepped forward during meeting to volunteer to fill:)

Treasurer	--needs to keep financial records, write checks, file taxes, etc.
Secretary	Annette Gilbert (2015)
Bags	Loretta Mak (2015,2018)
Vice-President	Kevin Mack ((2018, 2021)
Mugs	Julie Gheno (2018)
Game Booths	-- organize set up and take down of booths and games, oversee volunteers
Photos	--organize photographers and photos to be posted on grad night website
Volunteer (?)	--organize volunteers who will be working before, during, and after grad night. Need to confirm if Sonja Lujano (not in attendance) will take the position again this year.

Chair reports were not provided this month. This was the first meeting of the year, and committees are getting started. Chair reports will begin at the November meeting.

Andie Jacobsen presented a flow-chart, with open positions marked in yellow. She reviewed the duties of each one. Stephanie mentioned that she is looking for three assistants to be in charge of decorating each room (forest, game room, castle.) Melissa Bernardin (website chair) noted that a key issue for the next photography chair is to eliminate poorly taken photos before uploading to website. Jackie Pennella also added that many chairs have senior students and would like to have someone shadow this year to take their positions next year (**President, Entertainment, Vice-President, Entertainment, Prizes, Food.**)

Miscellaneous

DINE-IN/OUT Fundraiser at Super Mex restaurant on **Tuesday, Oct. 7th** from 11 am - 9 pm.

Taleen Shubin requested that a calendar be presented on website, to give parents an idea of what will be handled at each meeting, and/or a timeline for each chair position that informs what duties are being performed each month. Jackie proposed that chair persons create a basic schedule/monthly outline that shows what they need to accomplish each month, so parents can gauge which positions are busy at which times of the year, so they can juggle other volunteer jobs as well. It was suggested that an email be sent to all chairs to submit a brief timeline of duties.

Taleen Shubin felt that a bigger incentive was needed to entice parents to volunteer, and Jackie explained how tickets parents earn for volunteer hours will give their children the opportunity to win up to \$500. (cash prizes are awarded, from \$50-\$500.)

Kevin Mack suggested that student stamps be sold for the kids to use on their tickets for grad night. First and last name, and identification number would be required. This could be discussed in future meetings as a possible fundraiser.

It was recommended that a letter be mailed to freshman/sophomore parents explaining how we need their assistance if Grad Night is to continue. (It was suggested that we use FVHS as return address, and omit "Grad Night" to ensure that the letter is opened.) The letter handed out during Back to School Night can be sent, or modified slightly to address Freshman/Sophomore parents more specifically. Kate Tran offered to work with Mary Curry to send out before the next meeting.

Meeting adjourned by Kate Tran, Publicity Chair, at 8:05 pm.

Next regular committee meeting will be on Wednesday, November 5th @ 7 pm.