

Grad Night Minutes

Meeting Date 4/02/2014

Meeting called to order at 7:00 pm by Mary Curry, President.

Minutes from the meeting on 03/05/2014 were read silently. Maribeth Goldsby motioned to approve the minutes, Cheri Santiago seconded the motion, and the minutes were unanimously approved.

Treasurer's Report was presented by Vicki Bandurian. Grad Night Booster's of FVHS reported a closing balance in the amount of \$66,578.04 as of 3/31/2014. Bernie Bryant motioned to approve the report, Lisa Sanders seconded the motion; the budget report was unanimously approved.

Current open positions:

Bingo chair – organize volunteers to work Bingo on Thursday evenings.

Clean-up co-chair – organize the cleanup crew for the breakdown and storage of Grad Night structures and cleaning up the campus.

Chair Reports:

Decorations –Stephanie Vogen

Steph is looking for a second knight to purchase.

Reminder - work day is April 5 at 9:30 AM to spray fire retardant on the silk plants and flowers. Students can get service hours for government class for working.

Entertainment – Jackie Pennella

All entertainment has been booked and deposits paid; used same vendors as last year. Lighting has been reserved, could use more small lights if there is money in the budget. Class size is approximately 950 this year, it was decided to use 650 for giveaways.

Food – Maribeth Goldsby

Volunteers will be soliciting local vendors for food donations. Purchased food will be: In-N-Out truck, Taco man, and ice cream truck, hot donuts including shave ice and lemonade and churros.

This year, adult volunteers will be allowed to choose from the same food that is available for students. Tables and chairs will be set-up outside the Home Ec rooms for the adult volunteers to eat and take a break. This will eliminate the need for separate food for the adults. There will be very limited breakfast food this year. A food bank has been contacted and will be coming to pick up any leftover food. Security was requested for the access door in the Home Ec wing. Last year, parents were entering/exiting through the door; also need a radio in the area so Security can be contacted if needed. Email blast asking for donations of drinks i.e. water, soda, sports drinks will be sent out after we confirm it can be dropped off at FV Fire dept.

Mug Sales – Karen Longoria/Xochiti Rogers

Sales will start at the May 7 Grad Night meeting. Xochiti asked for the list of student names that gets printed on the mugs. Tammy Timple volunteered to purchase the candy used to wrap in mugs.

Photography – Lisa Sanders

Volunteers are needed to assist the photographers at the surfboards, thrones and stockades. No photographer is needed at the thrones, only assistants are needed. (Need to verify this w/Jackie P/Lisa)

Prizes – Bernie Bryant

Will need help wrapping prize baskets, Bernie will send out scheduled times. Prizes needed: gift cards, jewelry and one large item, i.e. surfboard.

Tickets – Taleen Shubin/Rhonda Webber

Tickets sold to date: 245, slightly ahead of last year at this time. Names of students that have purchased a ticket have been posted on the FVHS Grad Night website. The list will be refreshed every two weeks. Small photos for passports need to be printed. Mary Ottens will print student passport photos and photo for castle wall.

Volunteer Sign-ups – Sonja Lujano

Volunteer sign-up sheets that have been turned in with ticket orders were given to Sonja. Sonja will be contacting volunteers in the near future. Discussion about rules for volunteers and how to ensure they are communicated to volunteers. Committee did not think having a separate meeting would be beneficial. Agreed that guidelines would be provided to volunteers when contacted, and then again when they sign in for their shift the night of the event.

Miscellaneous

Senior Assembly – Mary Curry and Kate Tran attended and reported that it went very well. Thank you to Kate's daughter who made an awesome video of the event to show students. Kate asked for pictures of the food from past years to add to the video. Melissa Bernardin has hard drive with photos.

7Eleven – Looking for someone with a contact at 7Eleven to donate free slurpee coupons for the grad night bags.

Communication/Mass Email - If you need an email blast sent out, send the exact words and when you want it sent out to Andie Jacobsen at andiejacobsen@earthlink.net.

Action Items

1. Need a bull horn for grad night to make announcements throughout the evening (remind students to fill out prize tickets, food shutting down i.e. Taco Man, In-N-Out truck). Assigned to: Jackie Pennella.
Update: 4/2 Contact Kristi Musso in the Activities Office closer to June 11 to borrow.
2. Have volunteers remind students at the events to fill out the tickets while waiting in line. Assigned to: Sonia Lujano
3. Complete Jackie talked to Marissa. ~~Find out what are the prizes for the rock wall, laser tag and race cars. Contact Marissa to find out what was done in the past. Suggested: winner chooses envelope, 2nd place 5 tickets. Need to make sure written instructions are provided at each station so volunteers know the rules. Assigned to: Jackie P.~~
4. Complete ~~Make a DVD that can be used to show students and parents what grad night is at future meetings. Assigned to: Stephanie Vogen volunteered to see if she can have one made. Kate Tran volunteered as a back up.~~
 - a. ~~Update 3/5 Kate volunteered to make CD, requested photos from last year. Contact Melissa Bernardan (Melissa has the hard drive)~~
5. ~~Follow up on status of electrician. Mary is looking for another electrician to be at grad night. Jim Cassidy provided the electrician contact information.~~
Update: 4/2 Jim will contact electrician to let him know what day/time he's needed.

6. Contact R&B Builders to borrow generators. Action: Mary Curry
7. Complete Cathy received several hundred pens from local hotels. ~~Ask community college if they can donate pens to put in the goodie bags. Action: Cathy Anderson~~
8. Ask Bingo to borrow a few aprons for adults that are permitted to break security barrier to wear. Action: Mary Curry to contact Dru Trott (Bernie requested that a limited number of adults be allowed to enter/exit entrances without being questioned by Security.)
9. Complete ~~Post names of students that have purchased a ticket on the website. Action: Taleen Shubin~~
10. Contact Football Booster/Coach to borrow portable lights. Action: Jim Cassidy
11. Send email blast requesting donations for candy and drinks i.e. water, soda, Gatorade. Action: Maribeth Goldsby will send info to Andie
12. Call FV Fire department to ask if they will store donations of candy and drinks and discuss timing of inspection. Action: Mary Curry
13. Repair roofs on storage containers. Action: Taleen Shubin (Taleen knows a scout that is looking for an Eagle project).

The next meeting will be May 7, 2014. The meeting was adjourned at 8:00 pm.