

GRAD NIGHT 2020
Executive Meeting Minutes
August 21, 2019

- I. **Call To Order** – Alaina Knight-Hougen
- II. **Roll Call** of the board for all introductions - Alaina Knight-Hougen, Terry Norris, Melissa Bernardin, Jen LeBaron, Angela Wu, Ron Mack and CC Nelson.
- III. **President's Report** – **Alaina** – Approval for the minutes dated June 19, 2019 - Jen LeBaron and Terry Norris approved. My meeting with Dr. Smith went well. He advised that we will be able to use the gymnasium, however, no scissor lift to be used. We can go in and cover the flooring to protect - however, will not be able to hang the crown and the flags and such. We will need to put together the gymnasium layout once we have an idea on what to do. Great news is that arcade and casino can go back into the Gymnasium. Design will be the key factors. We will be going back to using the cafeteria for the laser tag - this was too far away from the event and never again due to the bees flying in and out of the fitness room where we were. Food wise - we will need to discuss about the In-n-Out Truck not putting any signage on the outside showing pricing because the students did not come up and get the free hamburgers because they thought they had to pay. None of our food they have to pay for. Also talked with Dr. Smith during our meeting that this is our event and everything needs to go through me. I emphasized that Grad Night is completely separate from the school and hence, administration staff have no say over the event as to who can leave early or leave early. The incident I am referring to was that Josh LaMar gave approval for a special needs student to leave early that night and I had to oversee and be sure the parents knew what was going on as well as when the event was completing - Josh let the students go around 4:30am - and this event goes until 5am. This is a liability issue we have to our students and parents. Also everyone needs to keep their eyes and ears open for the board positions as well as shadowing still available.

Promoting Grad Night will be the key this year - we need to get started and will be representing at Back to School Night - we will need volunteers to hype this up. The date of Back to School will be Monday, September 23, 2019. We can talk about this at our next meeting. I will be once again working with Fountain Valley Living and promoting this event - much earlier - look at February time frame.

Our meetings will be kept 3rd Wednesday - Executive Meeting 6:30pm - 7:30pm and then parents join at 7:30pm and goes to 8:15pm. This way that our meetings for the Exec team will not be so rushed. The intent of the Parent meeting is to state what we need and how to get involved. Not long drawn out what is

going on detail by detail. Also the minutes are posted on our Site - Melissa and Angela do an amazing job keeping this up to date and we need to use this site much better.

IV. Treasurer's Report - Terry reported what we finished with. We need to be figuring out our budget. At the end of this fiscal - June 30th - we ended with \$33,617.12 showing cash on hand change our fiscal year timeline; new fiscal year to run August 1st through July 31st. This way the Treasurer can get all the monies and vendors paid. We still have outstanding invoices with vendors waiting to send items in for payment for Grad Night 2019. Budget reporting we started making changes - for the proposed Budget changes - Bingo Proposed Budget will be \$4200.00. Raise donations to \$5,000, drop Scrip to \$1300.00 and ticket sales drop to \$55,600.00. Under Expenses - drop clean-up to \$1200.00, food to \$6,000.00, Prizes go down to \$15,000.00 and a separate line item for cash prizes - \$8540.00. Website proposed budget should be \$350.00 due to licensing fees come up, and finally having a separate line for Marketing/Donations proposed expense to \$750.00. Terry will make the changes and will be sending out revisions for 2019-2020 budget. Then we can approve at our next meeting. There will be an email coming around with the budget for people to review and we can discuss at our next meeting.

V. Entertainment – Alaina advised that we are still waiting for the insurance paperwork to come from the arcade people due from the damages done from the sprinklers.

VI. Website – Melissa/Angela - Everything is all good. Just flipping all over to this year's Grad Night

VII. Ticket Sales - CC advised that she is getting the numbers for the students and looking at ways to increase sales and check in made easier.

VIII. Fundraising - Jeff Havelaar - Alaina will be reaching out to take over from Erin Volz.

IX. - Prizes - Jen LeBaron - already starting to shop. Confirmed will be able to use hats as stuffers and prizes during the night.

X. - Decorations - Stephanie - Nothing to report.

XI. - Mugs - Position open and needs to find out about a new vendor. Also we can take a look at filling the mugs; maybe - shred with gold coins and nice cellophane wrap because we have found the chocolate was a waste of money due to problems with melting.

XI. Thank you all for coming to our meeting. Our meetings will be as follows in the Faculty Dining Lounge - except for the Parent Night in the Cafeteria:

Meeting Times:

6:30pm - 7:30pm - Executive Board Members Meet

7:30pm - 8:30pm - General Meeting open to parents and community

Meeting Dates:

Wednesday - September 18th

Wednesday, October 16th

Wednesday, November 20th

Wednesday, December 18th

Wednesday, January 15th

Wednesday, February 19th

Wednesday, March 18th

Wednesday, April 8th (2nd due to 3rd we are on Spring Break

Wednesday, April 29th - Cafeteria - Parent Night

Wednesday, May 20th

Wednesday, June 3rd

GRAD NIGHT - June 10th