11/3/14 Planning Meeting Minutes

EHS Orchestra Booster

Dinner & a Show Fundraiser

Thursday, November 6, 2014 @ 6pm

Meeting was called to order at 7:07pm in the EHS orchestra room.

Attendance: Ruth Striegel, Paco Estrada, Kathy Hobbs, Tami Baker, Mary Williams, Liz Ziegler, Jess Quiring, Tatsuki Hewson

* 501c3
	+ Martin recommended we dissolve the booster account and become a line item of the school activity fund. This would require POs for purchases; we could only use APS vendors; purchases could only be made by APS employees; but it is an easy and cheap way to get 501c3 status.
	+ **Liz will contact a free tax advocate service with questions**
	+ Liz found an easier form to reinstate our non-profit status
	+ Pros and cons of the school activity fund will be discussed at our next regular booster meeting
* Food
	+ Food prep starts at 4:30pm – need gloves and hair tied back
	+ Confirmed donations
		- Keller’s – 3 pounds Italian sausage
		- Bakery Outlet – breads
		- Il Vicino – salad (20 servings)
		- Zorba’s – salad (20 servings)
		- Farina Alto – salad (20 servings)
		- Albertson’s – 25 bags penne pasta
	+ Other donations
		- Rejections from Albertson’s (our closest stores), Sprouts, Smith’s
		- Need to check on Fastino’s, Great Harvest, Sam’s Club
	+ Sauce needs to be purchased
	+ Desserts will be donated by parents
		- **Liz will send another email request**
	+ We have lemonade and water
	+ **Jess will make table tents thanking our sponsors**
	+ **Tami will bring 2 igloos, Liz will bring 1 igloo, Kathy will bring 1 igloo** (all filled with ice)
	+ **Anyone who can should bring a cooler filled with ice**
	+ Ruth secured our temporary food permit
* Talent Show
	+ Chair seating will be available in addition to the tables
	+ **Ruth has a roll of tickets for voting**
	+ **Ruth will make the program and also include a thank you to our sponsors**
	+ **Liz will bring extension cords and power strips**
	+ **Paco is making judges paddles with numbers 7 through 10**
	+ We’ll need 7 baskets to collect tickets in
	+ **Tami will tally judges votes and audience votes to determine the winner**
* Volunteers
	+ Set up
		- The cafeteria has 19 tables that seat 12
		- Set tables (plasticware, napkins, bread, pens)
		- Set up judges table (two folding tables from orchestra room)
		- Set up voting table (still needed?)
		- Set up drink table & preload cups
		- Talent show setup
		- Check-in talent
	+ Serving
		- Pasta/drink
		- Salad/dessert
		- Bussing
		- Ticket table
		- Voting ticket collectors
	+ Clean up
		- Sweepers
		- Table washers
		- Kitchen
		- Equipment/supplies return to orchestra room
	+ Adult supervisors
		- **Drinks – Tatsuki**
		- **Servers – Jess**
		- **Kitchen – Liz**
		- **Welcome table – Mary**
		- **Show – Paco**
		- **Set up – Ruth**
		- **Sound – Kathy**
		- **Student volunteer check in – Kathy**
		- **Judges – Tami**
* Paper goods
	+ We have plenty of napkins, cups, large plates, and plasticware
	+ **Liz will purchase more dessert/salad plates**
	+ We have a couple musical tablecloths
* Money/welcome table
	+ **Mary will bring starting cash and a cash box**
	+ Every person who enters will receive a blue ticket to vote
	+ Dinner tickets will be ripped in half upon entrance; diners will keep the other half at their table to let their servers know they paid

Meeting adjourned at 9:33pm.