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.