

Meeting Minutes

Project Graduation 2016

Date/Time	April 13th 2016 Room 106 BEHS 630pm
Attendance	Carrie Walker, Jen McIntosh, Mark Champagne, Monica Steinbuchel, Tracie Cates, Colette Collins, Hilary Lamkin, Julie Brannon, Leslie Lenentine, Mike Richard, Deb Richard, Alison Ashley, Lynn Keenan, Monica Gervais
Notes taker	Monica Steinbuchel

Agenda

Topic	Discussion	Action	Responsible
1	Math meet / writers tea	Are we going to staff this? Decision was not to staff as we have not had great success with the other PTC and elementary school functions.	
2	Blackboard outreach	Do we ask Penna for this and if so when. Connect with Lexi and Mrs. Leavitt about dates and reminders.	Monica emailed Mr Penna notice went out May 6th
3	Bracelet / keychain	Update on sales We have ordered another 100 pieces and they are now being sold at Marketplace. Bracelets are	Hilary

		moving better than keychains and priced changed to 15\$ for keychains.	
4	Business solicitation Graduation program	Update 42 letters have been sent out. Deb R has a list of businesses to provide for next year. Waiting for responses. We have had 3 returns for \$325 so far. We can place businesses on insert in program just need to provide list for printing.	Richards Jen M
5	Parent sign up for graduation tickets / stuff	Sell raffle and bracelets this night and have volunteer sign ups? Dates for this are May 17th plan to have a table for parents to sign up for project grad, also to remind those who have not turned in raffle tix. Forms went out to Seniors and return date to get sweatpants guaranteed is May 9th. Forms have been emailed, given to students, Mrs York has some and put on facebook page and senior website as well as project grad website.	
6	Update on goody bags Bags under seat / bus goodies	Sweatpants Mark to place order May 11th/12th Water bottles / candy Monica to design and bring to next meeting for voting.	Mark Monica / Colette
7	Venue update	Contracts and insurance and booking Best buy ? pinball machine?? Popcorn machine?? Most contracts in just Best Buy and Jeremy Warren DJ. Pinball machine is out and hopefully getting donated popcorn machine.	Carrie Jen M
8	committees	Volunteers : Colette to make committee sign up sheets (sign up genie to be ready for May 11 meeting) Tracie is donated food coordinator Leslie to check storage about paper products Deb R. is decorating committee (summer beach party theme). Jim and Sue Hollen to make cut out for pics.	Monica, Jen, Carrie, Mark

9	financials	Update Mark provided a list of where we are and what we need to get where we need to be. See financial sheet.	Mark
10	misc	List of volunteer names for kids Updated list and decided kids would get raffle tickets for time participation in fundraising events as well as tickets for productivity in certain fundraisers.	Monica, Jen
11.			