

Annual Fund Committee Meeting Agenda

Tuesday, July 19th, 2016

4:00pm – 5:00pm/ Room 8

I. Members Present:

Mona, John, Romelle, Ali and Shannon

II. Update from last meeting:

We are moving forward with a trap shoot tournament. The South St. Paul Rod and Gun Club was chosen as the locale. The date will be in October.

III. Put Standing Meeting Dates on calendar for entire year:

October 1st or 8th first “family fun shoot” TBD

Cannot set dates when key people not here. Website has meeting times as SECOND WEDNESDAY of the month. Some members want to meet in the mornings. We will discuss this at our next meeting and get those dates confirmed and published ASAP, Team agreed that meeting we will need to set up more frequent meetings as we plan new fundraisers.

IV. Discuss specific ways to increase MSA community participation on committee:

a. Postcard out to parents with all standing dates

i. Perhaps special postcard/letter welcoming 6th grade parents and explaining how to get involved

- Romelle will work on creating “new family postcard” and bring example for editing to next meeting.
- Romelle will bring examples of previous years Back to School Night Flyer for editing and approval.
- Picnic, Back To School Night, Computer Handouts are days to have flyers handed out.

b. Sandwich Boards placed outside of each building before am carpool on the day before meeting

- Romelle will make sure those are brought out.

c. Banner in website Looking for Volunteers before August Back to School

- Romelle will talk to Justin about putting a Banner on the website about HOW to GIVE to MSA (not just Amazon)

d. MSA Facebook request

- Shannon will keep Facebook updated

e. Other ideas

- None shared at this time

V. Fall Event/Raffle: Go over rough draft of timeline.

- Romelle contacted MN Gaming Commission. MSA does not need a permit if we –
 - Have ONLY one event in a calendar year and prizes are under 5,000
 - OR have more than one event but prizes are under \$1,500
- Romelle is also contacting South St. Paul to verify permit requirements because winning ticket will be drawn at the So. St. Paul Rod and Gun Club
- Prizes have yet to be determined-Romelle will send out letters to Outdoor stores- keeping with the Autumn/Hunting theme. John would like to see 250 Giftcard and 250 cash as a possible first prize.
- Students can sell tickets, they CANNOT win prizes. Must be over 18.
- Profit allocation: 40% of each ticket sold will go to a team of seller's choice (written on back of ticket). What do we do if no team is chosen?
- Remaining 60% of profit will go towards athletic and activities improvements. MSA Dragon on Gym wall, black stage floor, blinds for gym windows, screen that comes down from the ceiling so videos can be viewed in the gym. New whiteboards in the gym. Replace blue wall padding with school color maroon.

- Tickets start being sold at Back To School Night

VI. Go Over GTTM Timeline: Assign roles and edit where necessary

- Most of the meeting focused on the Raffle.
- Team briefly looked over handouts and timeline.
- All documents were emailed out. Timeline will be Google shared so responsibilities can be seen by all.
- We will discuss GTTM more in depth next meeting.

VII. Something to think about for next meeting (our strategic plan)

- We are meeting every two weeks instead of once a month as this committee requires more attention. Is this sustainable?
- Look over GTTM timeline and sign up for responsibilities.
- Creating a more concise timeline for the Family Fun Shoot and Raffle
- Prizes