

## Annual Fund Committee Meeting Minutes

Wednesday, November 9, 2016

4:30 – 5:30 Building A Room 9

- I. Members Present:  
Merrily Karel, John Gawarecki, Ali Thames, Barbara Gray, Nastaran Khanpour, Deborah Webster, Romelle Pornschloegl
- II. Recap of last meeting  
See previous month's notes.
- III. Wrap up of Tournament  
Thank you letters are printed and sent out this week
- IV. Update on Give to MSA
  - MSA and Give to the Max donation site is up and running
  - Price quote for projection screen was entirely out of this year's give to the max "ask" budget. Merrily is in the process of looking for other vendors.
  - NHS Students are volunteering time to collect donations before and after school in carpool.
  - Star created a spreadsheet to help track all incoming donations
  - Romelle is sending out daily email announcements also reminding parents to put those donations in envelopes to make it easier to track who gave the money.
  - Romelle will talk to Noah about having the Fighting Calculator outside at the end of the day on Friday and all next week to help spur up donations.
- V. Update on Dragon Dinner
  - Volunteer Needed sheet dispersed. Needs to go out in an email blast to parents—but not until after Give to MSA
  - Dragon dinner will be sit down versus buffet due to it being the same price and it will set a more defined atmosphere.
  - Software issue-need someone to help purchase the software as well as get someone to help check parents out the night of the event. This does not have to be the same person. Romelle will ask Justin if

he knows what other schools use for their software and if he would be willing to help with this endeavor.

- On Monday March 28<sup>th</sup>, Romelle will put the Dragon Dinner Task Force Rendez-vous on the Event Calendar
- “The Hatching” of the Dragon Dinner December 8<sup>th</sup> from 7-9pm at Oak Marsh Golf Club
- Merrily donated a Dragon Stamp to MSA that will be used to stamp folders containing all the information needed to pass out to those who are interested in volunteering.
- Ali is working on creating posters for school

**i. Marketing ideas**

1. See you later Gleadr.
2. How to Train your Dragon.
3. Give to Glaedr and we will see you later.
4. Sample letter how to ask for a donation
5. List of donation suggestions.
6. Committee contact information sheet
7. One single sheet for save the event-
8. “It may not be black tie but it is up scale.”

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**Next Meeting is November 30. Wednesday, 2016**

4:30 – 5:30 Building A Room 9