

## Annual Fund Committee Meeting Notes

Wednesday, January 11, 2017

4:30pm – 5:30pm / Building A Room 9

- Members Present:
  - Romelle Pornschloegl, Debra Fleischhacker, Merrily Karel, Barbara Grey, Ali Thames, and Jenny Pothos
  - Members absent: Ken Thielman and John Gawarecki
- Review and approve handouts
  - Hatching event is tomorrow. Volunteers will receive a folder with handouts outlining our needs and wants. Dragon Taskforce meetings will happen after volunteers are identified.
  - Announcements and registration on MSA website need to remind guests that they must be 21 and over to attend due to alcohol being served. The 2 chairs and co chairs met with Oak Marsh manager and they confirmed that they will card attendees when they purchase alcohol as well. Bottles of wine will not be served at tables. Event has cash bar but coffee and water is included in meal.
  - Ask letter- Is on MSA letter head. Items being asked for will be on a shared Google Doc to prevent Task Force members from asking for received items or asking the same company multiple times.
  - Do not offer advertising on MSA website to any company. We can place thank you
  - Receipt. All donations sent to MSA will be opened by two people. If the item is a gift certificate or check it will be stored in Amanda's safe. Any item other than certificates will be documented with receipt and store at Jenny P's house until the day of the event.
  - Volunteer Needs. Reviewed needs and brainstormed who could be contacted

- How to solicit donations. Team suggested posted this on website as well.
  - Daily email announcements will be sent out at least every Monday, Wednesday, and Friday the week after folders go home.
  - Team approved handouts.
- Finances
  - We need software for this auction and we couldn't access PayPal. Romelle called Paypal and they confirmed that they have all information required and MSA can indeed start using Paypal now. Romelle will keep in contact with Justin.
  - Members voiced interest in working with Parent team to use AFC finances to get the "official" dragon and the "official MSA Logo" placed on the gym wall. Romelle will attend next parent team moving proposal forward.
  - AFC did not receive a proposal to cover the cost of the two dragons painted on the East wall in the gym. Romelle will meet with John to discuss if decal or painting will be appropriate for north wall. If paint, get bid from artist he used for two dragons.
  - The Dragon dinner is happening because the GTM event did not raise enough finances to cover impact grants, science equipment, blinds, electrician for blinds, projection screen, electricity for screen, and teacher laptops.
- Non AFC fundraisers update
  - Non AFC: Romelle met with the Tri-M's and they have a concert one week before our event. Romelle suggested we combine our efforts.
  - There is no master list of companies that all of the MSA activities or sport teams have asked for donations. This is concerning since AFC will be expanding donations. Members think there should be a master list overseen by a Board Committee.

- Romelle asked Noah for a list of donors who donate to Robotics so AFC doesn't ask the same donors who already gave.
- Software update
  - Justin is working on getting MSA site up and reviewing auction software with Merrily and Romelle

Next AFC Meeting is February 8<sup>th</sup> at 4:30 in room A9