

McNeil High School Project Graduation 2018

Meeting Date: July 17, 2017

Meeting Time: 7:00pm

Meeting Location: Morelia Grill

Attendees: Cathy Garcia, Mark Garcia, Kathy Lutz, Stephanie Guillory, Mary Ellen Yonker, Michael Bakonyi, Sonya Roberts, Melissa Cruz, Kirsty Delahunt, Evelyn Salgado, Tiffany Davis, Tracy Miller

Meeting called to order 7:00pm.

Introductions of attendees made.

Samantha McClane is now our point of contact for McNeil.

First business – T-shirts

PG 2017 said all students were required by Main Event to wear the same t-shirt.

Want to have a t-shirt for the students and one for the parents.

Stephanie Guillory has designed a parent t-shirt. The design was voted on and unanimously approved.

Goal is to have the parent t-shirt available to sell at Meet The Mavs night which is on August 18th.

Records from PG 2017 show 75 shirts were ordered in August and then an additional 66 were ordered in September.

Student t-shirt to be designed by students. Once the design is selected, Stephanie will contact Krista Tyler (IT at McNeil) to have her blast to the student group to vote on a shirt design, setting a date for majority rule. Will also have Rhianna put it on The Class of 2018 Twitter account. Would like to get the student t-shirt available for purchase at Meet The Mavs night.

Second business - Fundraisers

**The school allows two fundraising events to be tax free. We need to determine which events we want to be tax free.

T-shirt sales will probably be one of these events.

**Meet the Mavs event is the first night available to do fundraising. Plan is to have the parent t-shirts ready to be sold.

Mary Ellen Yonker will check with the organizer's of this event to see what is available to sell for fundraising. Raffle?

**Evelyn Salgado will get with PG2017 Spirit Nights coordinator to see about what restaurants participate in doing the fundraising nights. Nothing has been scheduled at this time.

**Pam (per Evelyn) has scheduled the first Pet Clinic. It will be held on September 20th. It was suggested to get NHS and Student Council students to work the event to earn hours. HOWEVER, Pam said the vet does not want students working the event, only adults. To volunteer, sign up is posted on the PG2018 website.

**Melissa Cruz has submitted the paperwork to host the Craft Bazaar on November 18th (3rd Saturday). Need to get word out to vendors immediately, otherwise they will be scheduling other fairs.

PG 2017 raised \$7883 by having multiple events at one time.

- Craft Fair
- Easter Seals
- Food Trucks
- Raffle

Money is raised at the craft fair by charging a booth fee. Students and faculty are encourage to participate and they receive a 50% discount on the booth fee.

Each vendor is also required to make a donation for the raffle.

Easter Seals is based on donations brought to by community to fill bins. We receive money based on amount of bins filled.

Food Trucks give a percentage of their sales.

**Car Drive through Covert Ford. We are approved to host this event again. The date has not been scheduled but it will be in the spring.

PG2017 held three additional events with the car drive.

- Food Trucks
- Raffle
- Shredding

They made \$3000.00 between the four events. Covert donated \$20 per car driven.

Mark Garcia volunteered to chair this event. Kathy Lutz has all supplies needed to host the drive so will pass them to Mark. Michael gave Mark the contact information for Covert.

Once a date is scheduled, we are hoping to get additional events scheduled as well. Possibly schedule a Pet Clinic too. It is recommended to have additional volunteers to help coordinate other vendors.

**Poinsettia sales – Diane Dobbs is chairing this fundraiser. Do not know if she has turned in fundraising paperwork. Kathy Lutz said she has agreed to do the spring flowers as well. Diane has volunteer helpers too.

**PG2017 sold a cookbook last year. Income was \$3200 but expense was \$3100 so vote was taken and unanimously decided we will not sell a cookbook.

**Mav Relays and Mav Invitational – This has always been a big/easy fundraiser. Each event needs 5-6 volunteers.

Mav Invitational is on September 30th.

Coach Roberts was a little upset because we commit to the event but then no one shows up. Kathy Lutz is going to ask Trish Hartle to chair this as she has a student on the track team.

Tiffany and Tanya can help because they worked this event before.

**Corporate sponsors – When do we mail out letters to start getting corporate donations? Need a volunteer to chair this committee. Michael has a list of sponsors from last year.

Third Business – Main Event

Tiffany and Tanya will be meeting with the staff at Main Event on Thursday, July 20th.

Main Event is asking for a \$2000.00 deposit check.

Tiffany will ask them if the students are required to wear matching t-shirts and will ask for a short period of time to review the final bill before paying. PG2017 was overcharged on their final bill. The first approx. 300 kids were a flat fee and after that the price per student was supposed to drop. However they were charged the full amount for all students. Also double checking the contract. Tracy said they were told to pay according to RSVP numbers not actual counts.

Michael had copy of contract from last year to share with Tiffany.

Also will ask about outside food being donated...PG2017 said they could not bring in additional food. But PG2016 was able to have additional food as long as it was not purchased, it had to be donated. Also, PG2016 ran out of food all evening long.

Sonya Roberts is working on getting outside entertainment for evening of Project Graduation. She just needs to know budget. Tracy will review last year's event and put together a budget.

Fourth Business –Parent's Casino Night

Mary Ellen is going to look into potentially putting on this event as a fundraiser.

Suggested organization of this event (based on one attended)

\$25 entry fee – with this fee each person gets \$5000 in chips. Run out of chips, purchase more.

At end of evening cash in the chips for raffle tickets or you can purchase raffle tickets.

BBQ catered

Get donations for raffle items.

Miscellaneous business

There was \$6000.00 carried over from PG2017.

The bank requires the President and the Secretary to be on the bank account. Since we are a nonprofit, the president and the secretary are the only two who have the authority to add/remove people. Mark Garcia moved to have Cathy Garcia added to the bank account. Kathy Lutz second the motion. Vote was unanimous to add Cathy to account.

Next meeting will be held at McNeil High School on August 14th. All subsequent meetings will be held on the 2nd Monday of each month. To be held in either L100 or Coach Guillory's portable.

Need to determine when to send out letters to the parents for donations as well. There is no "first day of school packet" anymore, everything is online now. So will check into having the information put on E-news and maybe have the district put out a Peach Jar Flyer to cover for all high schools. Cathy will have Rhianna put it on the Twitter account as well.

Tiffany brought up to have a student create a video showing what Project Graduation is. Mary Ellen suggested doing a bulletin board in main hallway.

Kathy Lutz moved to close meeting, Stephanie Guillory second the motion. Meeting adjourned at 8:34