

(REVISED) Fundraising Committee meeting February 2, 2023

Meeting started at 2:00 PM with Diane Thomas, Dianne Jones, Carol Davis, Pamela Kelly, Jan Parsons, Malika Watson and Barb Allen and Frank Thomas present.

Meeting etiquette was discussed by Carol and Pamela which included time-focused reports given, staying focused on the item being discussed, the raising of hand when wanting to speak and getting through the handed out agenda in a timely manner (keeping meeting time to 1 hour)

Conversation on phone with Lisa Westbury, the caterer on 1/31 included Pamela, Carol and Diane Thomas. Schedule for the evening gone over with the grazing table ready to go (with smaller appetizer tongs) at 6:00 and music playing as people are entering the hall. Dinner will start at 7:00 and food will be served (covid-safe style) to guests as they go through the one line. Our MC (Rob Fowler) will call 3 tables at a time to come up and go through the line. Estimating 1-1 1/2 hrs. for dinner with dessert taking about 25 minutes. Talked about coffee and tea, but she would need another whole server to handle that and more cost. We talked about the center setting up coffee pot and maybe some hot water for tea.

Raffle and Silent Auction to be held at 9:30. Tickets for raffles drawn and auction winners announced.

Menu discussed was Roast Beef, Smothered Chicken breasts, Fire-roasted green beans, Baked broccoli delight, Mashed potato bar and a cake bar (white pound cake with fudge frosting, German chocolate with chocolate frosting, Red Velvet with cream cheese frosting and a Chocolate cake with chocolate frosting.

There will be water and both sweet and unsweetened tea served with dinner.

Lisa discussed that beef is the highest it has ever been and that she will talk with her meat people and see what she can do for us but her price would be \$28.00 per meal provided beef prices do not continue to go up. She could do the pork loin for 24.90 per meal instead of the beef. Discussion was had on the cost of the roast beef and Jan made a motion to go with the Pork Tenderloin. Diane Thomas seconded it and motion was made to go with the Pork Tenderloin instead of the beef. Vote was taken and it was unanimous. She will have some type of yeast breads, croissants or Hawaiian sweet bread available also.

She gave us some options for the leftovers 1. fix to go boxes, 2. Offer seconds to the guests, 3. dispose of the food to a homeless shelter or 4. Put in a cooler for the center.

We talked about the dinnerware and she will look into getting us the premium ware (75 cents per person) which is the white plates with a gold line around the outer edge. She assured us that the utensils she provides will cut the meats.

We have the tablecloths here and will have to send them out for pressing. She will have black on long food table with a gold overlay. She will use a riser on the grazing table and will do the gold overlay on it also.

She asked to be kept updated on the sale of tickets and she will be able to add on up until the 15th of the month (April). We will meet with her (Pamela, Carol and Diane Thomas) in person on the 15th at noon to go over the contract, line by line and sign it. There is a \$200.00 contract booking fee and also a \$75.00 exclusive booking fee that will need to be paid that day. Total final payment will be paid closer to the event.

Discussion on ticket price and it will stay at \$50.00 per ticket.

The extra food options were discussed and Diane Thomas made a motion that we box it up and sell them for \$5.00 each. Dianne Jones seconded it and vote was taken and it was unanimous.

Discussion on hiring DJ from 6-10 (Emily will call him). Dianne Jones made a motion that we hire him and Pamela seconded it. Motion passed unanimously.

Discussion on MC for the evening being Rob Fowler and that we gift him gift certificates to Chick Fa lay as he enjoys taking his grandkids there according to Barb. Jan made a motion to ask him and Diane Thomas seconded it. Motion passed unanimously.

Pamela made a motion to have linens (tablecloths) pressed and Jan seconded it. Motion passed unanimously.

Discussion on leftover t-shirts from the barbeque back in October 2022. Diane Thomas made the motion to sell them at the center for \$5.00 for only two weeks and what shirts are left that they be given to Emily for a mission through her church. Dianne Jones seconded it and it was passed unanimously.

Carol will talk with Brandi about the smaller invitation cards. Elizabeth will design the flyer, handle PR social media (facebook and such) and also take photos for 2 hours at \$50.00 per hour from 6:30 to 8:30.

We discussed the different levels of sponsorships and lowering the amounts of donations so that more people would be drawn in to contribute. Orchid level donation \$3,000 limited to 1 presenting sponsor, day of event signage, social media recognition and signage, name and logo on print and online materials, recognition in press release, 6 tickets to gala at reserved table. Rose level donation \$2,000 Day of event recognition and signage, recognition on social media, name and logo on print and online materials, 4 tickets to gala.

Azalea level donation \$1,000 day of event recognition and signage, 2 tickets to gala

Magnolia level sponsor under \$500.00, day of event signage (minimum of \$100.00. Pamela made motion to go with these sponsorship levels and Frank seconded it. Motion passed unanimously.

Discussion on ticket price to staff that work the event. There will be no charge for them but if they want to bring a spouse, their ticket will be \$50.00. Any other staff that does not work the event but would like to come, ticket price will be \$30.00 with their spouse paying \$50.00.

Meeting was adjourned at 3:20pm with our next meeting to be held on 2/9 at 2:00 pm