

(REVISED) Meeting minutes for Fundraising committee 2/15/23

Meeting was called to order by Carol Davis at 2:00 pm with Dianne Jones, Diane Thomas, Emily Watts, Pamela Kelly, Barb Allen, Malika Watson, Jan Parsons and Frank Thomas.

Prayer by Pamela was prayed.

Report on meeting with caterer, Lisa's Southern Catering: Due to a death in her husband's family, the meeting did not happen. We will schedule with her sometime next week. Pamela will send an email to her and get something scheduled.

Ticket distribution was discussed and Malika was given all the tickets along with envelopes that they will be given out in. Tickets are all numbered and those numbers will be marked on the envelopes as they are given out and the name of recipient of that envelope recorded in a notebook.

The payment of the bill from Allegra Printing was brought up by Emily and needed to be voted on. Barb made a motion that the bill be paid and Dianne Jones seconded it. Vote taken and it passed unanimously. Bill was for the printing of numbered tickets (150), Flyer cards (100), Flyers (100), Board of Director Letter (50), Sponsorship info/Agreement letter (100), 2 sided 2nd Annual Gala cards (100). Total of bill \$361.66.

We then assembled folders with the above information in them (except any tickets) to be taken to bigger corporations, businesses, etc for sponsorships. A current DSI newsletter was also put in the folders.

Next meeting will be 2/22 at 2:00 pm, in Summerville. At this meeting Decorations will be discussed. Carol will speak with a friend about flowers for centerpieces. We will set up subcommittee assignments for the Gala. Raffle baskets will be discussed with tasks given out. We will also discuss staff assignments for the Gala (who is doing what)

Emily then shared some things with us as a committee. It seems there has been a breakdown in communication as to what is to happen during the meeting and then what is to happen when the meeting is over.

She stated that committee meetings are business meetings and that minutes of each meeting are to be taken and then sent into Brandi. She also stated that each person on the committee should be given a copy of the former meeting minutes to go over, make any corrections and then approve of at each meeting. Both Carol and Pamela were not aware that the previous meeting minutes were to be made available at each meeting and it was noted that this had not been done in the past by the previous chairman and so it was not passed on to the current one.

Emily discussed the protocol for speaking with staff members about committee business. Let Leigh know whom you are going to speak with. And if Leigh is not in, speak with whomever is filling in for her.

Emily has the contract from the DJ and his bill of \$250.00. She will submit the bill to Kristina for payment. She also discussed that she will pay for tickets for both the DJ and Rob Fowler. Pamela stated she should not have to do that....there will be more discussion on this.

Dianne Jones asked about the dancers. There will be 6 of them and discussion was had about ticket price for them. Dianne made the motion that their ticket price should be \$30.00 and if they want to bring a spouse, their ticket price would be \$50.00. This motion was seconded by Malika. Vote taken and it was passed unanimously. Malika suggested that we should have something set and stay with it so that we do not have to have the same discussion on ticket price for every event we have. Further discussion will take place over this topic.

So we will have Rob Fowler as our MC. Diane Thomas made the motion to amend the previous motion made to get Chick-fil-A gift certificates for him as a thank you. Dianne Jones seconded the motion. Vote taken and it passed unanimously. Motion made by Diane Thomas to add the gift certificates from Chick-fil-A to a thank you basket. Dianne Jones seconded the motion and vote was taken and motion passed unanimously. Emily has contract from DJ and will take care of that.

Elizabeth Rivers will be there to take photos for 2 hours. Diane Thomas made the motion to adjourn and Malta seconded it. Voted on and passed unanimously.

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