

## **Fundraising Committee Meeting Minutes for 11/30/23**

Members present were Malika Watson, Pamela Kelly, Carol Davis, Jan Parsons and Kathene Winston. Also present were LaQuinta West, Brandi Chambers, Anna Reynolds, Emily Watts, Haren Main and Diane Thomas.

Meeting was called to order at 2:00 PM and Carol opened with a prayer.

Review of minutes from 11/9 were approved with Jan making the motion and Kathene seconded it. They were approved unanimously.

LaQuinta introduced Anna Reynolds as our new Marketing person. She had put together a report for us as far as a budget and that was handed out to us.

Haren was there to explain to us how to go about requesting more funds to be used to put together 2 fundraising events a year. The budget we have had in the past is \$4,000.00 a year and as of today our balance is \$3,162.00." A budget is a guide and we are to try and anticipate what the expenses will be for the Gala."

We need to put together a list of expected income (major categories) and also a list of expected expenses for the Gala and this information needs to be given to Haren before our January Board Meeting.

Brandi shared with us the tall, gold centerpieces that had been purchased as well as the 2 colors of green table runners or chair sashes....center has purchased white chair covers.

Tickets will remain at \$ 50.00 each and we hope to sell 125 of them.

Discussion on special event insurance (\$400.00) if we serve the wine and beer.

There was a lengthy discussion on line by line expenses and LaQuinta is going to put together a spreadsheet of everything and this will be handed out at our next meeting. Expected expenses for the new year budget needs to be given to Haren by the middle of February.

LaQuinta shared with us that Beth Green's husband is a professional DJ and has offered his services at no charge to us.

Menu decided upon was Cocktail hour with Assorted fresh fruit, cheese and crackers display.

Second course: Mixed green salad with dressing of choice. Main course: Blacken Salmon with Parmesan Cream sauce and Stuffed Chicken breast w/cream cheese and spinach. Sides: Roasted red skin potatoes, Seasoned Green Beans and Mixed Vegetable Medley, Sweet Tea and Lemonade with Peach Cobbler and Red Velvet Cake.

Contract needs to be written up with Emily signing it and a check for \$1,000.00 as down payment. Meeting ended at 3:42 PM, next meeting 1/4/24.