

## **Fundraising committee meeting minutes for 4/11/2024**

Members present: Malika Watson, Jan Parsons, Kathene Winston. Dianne Jones, Carol Davis and Pamela Kelly

Staff Present: Brandi Chambers, Karen Williams and Konia Haynes

Carol opened the meeting at 2:15 PM with a prayer.

Review of minutes from 3/28 were approved. Pamela made the motion and Malika seconded it.

Carol is going to pick up a couple ferns to have at the front entrance by ticket table.

Raffle tickets and baskets will be located in the back hallway. Will use the two white display cabinets from the front entrance as well as a longer, narrow table to display the baskets. We will use one of the smaller, round tables to sell tickets at.

We will start decorating at 12:30-1:00....depending on exactly when we can get in the rooms. Carol is putting together a list of tasks to be done on Friday.

Went over the program and made necessary adjustments. Karen will get that printed off for us.

We discussed the lighting and Karen shared with us that it was too late to order outdoor lighting. Brandi shared that the lighting was changed out front and that it was a lot brighter out there. Doty park lights are on until 10:00 PM and that will help for the side and back. It was discussed that we could have someone out front helping anyone that looked like they might need help getting to their vehicle.

Vote taken to approve the balloon decorations of \$103.00 and the expense of the cleaning of the tablecloths, not to exceed \$700.00. Carol made the motion and Kathene seconded it. Motion passed.

Motion was made by Pamela and seconded by Malika, for the purchasing of alcohol by Brandi or Karen for the event and not to exceed \$600.00. Motion passed.

Sign up bid sheets as well as a picture with description of items, will be located at the long, glass table at the front entrance.

Carol made motion to adjourn the meeting at 3:31PM and Malika seconded. Motion passed. Next meeting will be 4/16, at 2:00 PM