

April 2, 2009 Meeting Minutes

(corrections and additions should be directed to millerl@unit11.org)

Chicken Dinner Review:

- Positive feedback about food, serving time and volunteers
- 968 dinners were sold at 8.00 each . (not all money has been turned in as of this time)
- Our cost per dinner was 4.10 - profit of 3.90 each dinner - total profit for UHS was 3775.20
- Tickets worked well being mailed to all students, but more communication about the process would have helped to inform parents and students better about what was expected of them. Many parents did not read the letter that was sent explaining the fundraiser.

Entertainment:

- Sign up for the Gamma Phi Circus activities will be at the registration table upon sign in. Beth Losada will create a sign in sheet with time slots in half hour intervals beginning at 11:30 and ending at 2:00
- Approximately 30 students will be able to participate in each time slot.
- Photo Booth - will have a graphic of a mardi gras mask on each photo.
- Karaoke machine can be used as a portable microphone
- Need to hire a sound system man through ISU - contact Redbird Arena about this need.
- Hire Peter Garrett and his band. Would perform from 12 - 1 am for a fee of 100.00 . Beth will contact him to confirm.

Registration /Publicity:

- Mailer sent on March 23rd.
- Mailer included - informational letter, parent volunteer form, beverage donation sheet, permission slip for after prom, rock climbing release, Gamma Phi release, parking map and parking pass for window of car.
- Forms and payments returned before April 30th will receive extra raffle tickets
- Rebecca will take care of purchasing raffle tickets for all areas.

Food:

- 14 total volunteers are needed to help
- set up will be 10 - 11:00 (4 people needed)
- 10 people needed to work in the food area at after prom
- Anne Campbell is getting coolers for pop and ice
- Menu includes: Mrs. Fields' cookies, Carl's Ice Cream, Fusion Brew, Avanti's Papa John's Pizza, popcorn, nachos/cheese, pop water.
- Avanti's- sandwiches cut into 6th . We buy 20 sandwiches and they donate some and give us a percentage off.
- Papa Johns- 7.00 per large pizza (12 slices) will be delivered at 11:30 and 1:00
- Popcorn Popper - Ed Miller will bring this and all the supplies necessary to make popcorn
- Pop and water to be donated by parents (cans of pop/bottles of water) These should be delivered to the arena between 10 -11:00 on Saturday, May 2nd.

Decorations:

- Budget 350.00
- colors - purple, gold, green
- Balloon arch, netting, etc.. to be used
- Set up by committee members - balloons will be blown up after the Grand March to decorate the inside and outside. **Helpers are needed for this**
- Lora Miller will order helium and have it delivered if the committee is interested. **The number of balloons expected to be blown up is needed.**

Schedule of events for the evening:

- 11:30 - 2:00 Gamma Phi activities
- 12:00 calls made to parents of students who did not check in
- 11-3:00 games
- 12 -1:00 Peter Garrett Band
- 12:30 - ? basketball toss
- 2:30 prizes

Prizes:

- Discussion about how the raffles tickets work is needed to be firmed up.
- **Committee needs help to contact businesses about donations.** Judy will email the letter and listing of businesses that still need to be contacted.
- Bring collected prizes to the next meeting to be packaged and inventoried. Final plans will be made about what needs to be purchased for prizes at the next meeting.

Volunteers:

- An email will be sent out to all junior and senior parents asking for their help from 11 - 3:00 AM

Financial Review:

- Currently \$8,000 in the after prom checking account
- Unraiser brought in \$2295.00

Proposed Budget:

\$1200.00 -Food

\$350.00 - Decorations

\$100. - Band

\$50.00 - Emcee

\$7015.00 - Entertainment

\$200.00 - ISU Police

\$1000.00 - Arena / Electrician

\$50.00 - Sound man

??? 3,000 -4,000. -Prizes

April 32nd – Next meeting 6:00 pm at Judy Hovren's house 43 Yukon Circle

- **Bring prizes collected from businesses**
- *Final plans for raffle and after prom event will be firmed up at this meeting!*