

Community Event Committee Meeting

August 4, 2015

Attendee	Title	Present
Jennifer Torres	Chair	Yes
Julie Roper	Vice Chair	Yes
Christina Akin	Secretary / Treasurer	Yes
Mary Sivik	Officer	No
Stephanie Molen	Visitor	Yes
Becky Mullen	BFA Board Representative	Yes

MEETING LOCATION: BFA Library

MEETING START

Meeting Schedule Start: 6:00 PM

Meeting Actual Start: 6:03 PM Meeting called to order by Jennifer

Meeting Scribe: Christina Akin

Agenda and Minutes

- Motion to approve agenda by Jennifer, seconded by Christina; motion passes
- July minutes to be tabled until next meeting

Treasurer Update

- Jennifer and Christina to review budget and set up treasurer files. * create Exel spreadsheet and add this year's items- *action item Christina

Discuss terms and Bylaws

- Vote on Stephanie as officer - 1year term. Voted in by majority, Stephanie accepted.
- Will create contact list and terms. * action item Christina
- Bylaws presented for vote, passed by majority.

Review action items from last meeting

- New log in for help counter: needs to be done * action item Christina
- New CEC and sign up genius: Signup genius not set up, Christina to set up *action item Christina (need new email address for CEC. New email address is cec@bfacademy.org
- Greeting Sympathy Cards: Will have new ones ordered to sign*action item Julie
- Contact baking committee for boohoo yahoo: Jennifer did contact baking committee, but has not heard back yet.
- Mock up registration handout: Christina to email to Julie who will make it the correct size, will then determine vendor and have it printed. *action item Jennifer, will also bring to registration day.
- Table at Registration: Jennifer spoke to Colleen about not having table, PTO to share table and pass out our info.

Community Outreach Events

- Communication flow for Events: Give info to be published to Burgandy 2wks. Info for newsletter to be submitted the weds before. Send everything through Jen to streamline communication. Jennifer to keep the lead of each event in the email loop.
- Back to school family Picnic: August 17th 5:00-7:00, at Civic Green Park already reserved. Lead: Christina. Assist: Christina, Julie, Mary and Jennifer. Jennifer to ask Burgandy to put advertisement on Facebook. *action item Jennifer. Need name tags, 75 leis, name tags and sharpies send email to Halsley *Christina. 7 Mardi Gras necklaces for CEC members. * bring trash bags. Sign up genius for clean up.
- Boohoo Yahoo: point person Jennifer Assist: Becky AM and PM, Stephanie AM and PM. Need to stuff cups before event, will plan on August 10 at 1:30 time for stuffing once Jen has supplies. Discussed time frame of events* Action item
- Registration: Will set up CEC cards onto PTO table, Julie and Jennifer to get handouts.

Agenda items for Sept:

- Donuts with dads and goodies with grandparents.
- Veteran's day- Julie is point person.
- Completed budget and Treasurer's report.

Meeting Adjourned at 7:46PM by Jennifer