

Community Event Committee Meeting

September 1, 2015

| Attendee | Title | Present |
|------------------|--------------------------|---------|
| Jennifer Torres | Chair | Yes |
| Julie Roper | Vice Chair | Yes |
| Christina Akin | Secretary / Treasurer | Yes |
| Mary Sivik | Officer | Yes |
| Stephanie Mollen | Visitor | Yes |
| Becky Mullen | BFA Board Representative | Yes |
| Sabina Boeckman | Guest | Yes |

MEETING LOCATION: BFA Library

MEETING START

Meeting Schedule Start: 6:00 PM

Meeting Actual Start: 6:04 PM Meeting called to order by Christina

Meeting Scribe: Christina Akin

Agenda and Minutes

- Motion to approve agenda by Jennifer, seconded by Christina; motion passes
- August minutes motion to approve by Jennifer, Seconded by Christina; motion passes
- Sabina elected to 2 year term as officer by Christina, seconded by Jennifer, none opposed; motion passes.

Student Council Representative- not present, last minute change

- Student Council wants to partner with the CEC for the Holiday Community Service Drive.

Treasurer Update

- Budget is approved and organized. Need to add itemized expenses for completed events.*action item Christina*
- Reimbursement forms for personal expenditures must be signed by two people for reimbursement.
- CC Christina all expenses for events.

Review Action Items

- New log in for help counter: Completed
- Contact list: Completed, Christina to send out.
- Sabina elected to officer by Christina, seconded by Jennifer, none opposed; motion passes.

Past Events and Approve SOPs

- Registration: Table and cards looked good, will handout cards at following events.
- Summer Family Picnic: Discussed and approved SOP.
- BooHoo / Yahoo: Discussed and approved SOP.

Upcoming Events : 915 Students

- Goodies with Grandparents – Stephanie:
 - Are planning for 600 people, ordering 800 baked items and 200 bananas to be cut in half.
 - Will be asking the baking committee for half of the baked goods.
 - All items to be finger foods to eliminate silverware and plates.
 - Will have activities (TBD) on table.
 - May want to consider having Ben's Brigade manage parking.
 - Will try to order "BFA Welcomes You" banner.

- Daybreak with Dads – Mary:
 - Donuts vs other breakfast treat like mini muffins or donut holes.
 - Coming up with table activities.
 - Ask baking committee to provide juice.

- Veteran's Day – Julie:
 - Looking for new speaker.
 - Contacting senior living center about events.
 - 6th grade at outdoor lab Nov 11.

- Assign Upcoming Events
 - Parties with a purpose (11/30 – 12/11): Jennifer and Stephanie
 - BFF Seminar (1/28/2016): Christina
 - Morsels With Moms (2/19/2015): Sabina
 - Evening BFF Social: Mary

Agenda items for Oct:

- Learn how Student Council wants us to facilitate Holiday Service week from representative.

Meeting Adjourned at 7:46PM by Jennifer

- Vote on holding officer's meeting every month.
- Vote on meeting times (officers mtg)

Meeting adjourned: 8:00 by Jennifer