

Community Event Committee Meeting

July 29, 2015

MEETING LOCATION: BFA Library

MEETING START

Meeting Schedule Start: 6:00 PM

Meeting Actual Start: 6:06 PM Meeting called to order by Jennifer

Meeting Scribe: Christina Akin

Attendee	Title	Present
Jennifer Torres	Chair	Yes
Julie Roper	Vice Chair	Yes
Christina Akin	Secretary / Treasurer	Yes
Mary Sivik	Officer	Yes
Stephanie Molen	Visitor	Yes
Becky Mullen	BFA Board Representative	Yes

Agenda and Minutes

- Motion to approve agenda by Jennifer, seconded by Julie; motion passes
- Motion to approve May minutes by Jennifer, seconded by Julie; motion passes

General Committee Conduct and Rules

- Christina to send out minutes within a week of the meeting, will be approved at officer's meeting if held, otherwise will discuss at next month's meeting.
- Officer's meeting third Monday of the month as needed. Will make motion to cancel upcoming officer's meeting.
- Becky has completed bylaws and will send out soon. *Aug agenda*
- CEC no longer responsible for policy log.
- Need to get new log in for HelpCounter Michelle Bynum. * Action Item Christina
- Need to set up Sign Up Genius for for CEC *Action Item Christina
- Will let go of July 4 parade to marketing (admin) *Action Item Becky
- Need to order greeting /sympathy cards *Action item Julie
- Going forward will not coordinate food for families, will send a card and pass on requests for help / food to PTO or baking committee. *Julie

Treasurer Update

- Budget has reset for 2014/2015, Christina still planning to meet with Jannell about SOP.

Community Outreach Events

- Back to school Social: August 17th 5:00-7:00, at Civic Green Park already reserved. Lead: Christina Assist: Christina, Julie, Mary and Jennifer *Need to order otter pops, lemonade, communicate with Burgundy about putting advertisement on FB. Need name tags and ?Colored dots. Teachers to have leis. *Action item Christina

- Boohoo Yahoo: Lead: Jennifer Assist: Becky AM and PM, Stephanie AM and PM. Need to stuff cups before event. Touch base about date to stuff cups tentatively Aug 10. Need to contact baking committee to bake goodies. *action item Jennifer. Meet at 8:30-9:00 to set up during book reading. * Action item
- Registration: Lead: Jen Do we need to man table at registration? Unsure if there is a real benefit to manned table, will set up information on PTO committee with information and handouts. Will mock up handout for next meeting *Action Item Christina. Get approval to put handout on PTO table, *Action item Jennifer contact Colleen to cancel table *action item Jennifer
- Need class of cup for fourth grade at the end of the year!
- Grandparent Event: Lead: Stephanie
- Dad Event: Lead: Mary

Committee Transition Discussion

- Meeting called to close at terms and Stephanie as officer *agenda item for next meeting. And action item for voting.

Meeting Adjourned at 8:08 by Jennifer