

Fundraising Committee Meeting minutes

Date: 6/30/09

Attendance: J. and E. Dupras, L. Treall, S. Karbowski, C. Porter

Committee Members: Chris Porter, Les Treall, Steve Karbowski, Ruth Gray – Fossett,, Jeff Upthegrove, Beth Grieser, Richard Bartlett, Tim Nuse, Bill Schrier, Tyler Smith

Agenda:

1. Food
 - a. Bids going out to Tuxedo and Tennis shoes and Blue Willow with a Re-bid from previous vendor. All bids will be for Brazilian food.
2. MC
 - A. New York Vinney scheduled to be MC. If he is unable to, Rachel Glass will be asked to step in and MC.
3. Volunteers
 - a. Need 12 volunteers the day of the garden party to staff booths and check out buyers. Will send out email request and call people I know.
4. Music
 - a. Steve has scheduled the music entertainment
 - b. Ed will provide Audio/sound support
5. Beverages
 - a. Richard will organize beverages and I will obtain liquor license for the event.
6. Event organization
 - a. Maggie will help with organizing setup/stagging the day of the event
 - b. Tyler will work on closing the nursery early for setup.
 - c. Beth will arrange decorations
 - d. Chris has orders chairs and tables for the event
 - e. Ed and Jackie will provide 2 pop-up tents
 - f. Need to order forms to log auction items NorthWest Benefits
 - g. Send budget to finance chair
 - h. Work with Stu about credit/debit and cash flow for auction.

7. Advertising
 - a. will ask Tim to forward information to West Seattle Blog about event and send email blast to other LDs about the event.
 - b. Event has been placed on theam1090 event board.

8. Action items****
 - a. Ask Stu and Stephen for assistance with PDC forms and using credit/debit software to allow bidders to purchase items and pay entrance fee.

**Next meeting: Jul 14th, 2009 @ 730pm uptown
expresso**