

Irondale High School 2014 Senior All Knight Party Meeting Minutes

January 8, 2014

Present: See Attached List

Next meeting: Wednesday, February 12, 6:00 PM
New Brighton Community Center, Room 208

I. Welcome and Introductions - Colleen Johnson

Introductions made and stated purpose of the meeting. Colleen introduced Jeanne Belfanz who is the Facility Use Coordinator for the New Brighton Community Center (NBCC).

II. NBCC Facilities – Jeanne Belfanz

Jeanne gave a brief explanation of her role at the NBCC and provided her contact information, an event map of the building, event guidelines and a copy of the building permit. She thanked the committee for continued business and would like to address the group again in May for final details. Karen will ensure Jeanne receives an email invitation to the May meeting.

All yellow sections of the map are available for use during the event. Xs indicate security check points. These are locations with exit doors and security is needed/advised. There are other building locations restricted until certain times on the day of the event. Be aware that the public is in the building in the public areas during regular NBCC hours.

Most areas will be available for access at 8 am on June 3 other than noted exceptions. Most drop offs can be done that day; special drop-offs (like the day before) will be handled on a case-by-case basis.

There is a kitchen area available for use and is shared with Subway. It is possible we may want to contract with Subway for food the evening of the event. Jeanne can send contact information if we are interested.

6 am is out time! All work must be completed by then. A Clean-up Check list will be made available which outlines what must be done. The clean-up committee should consolidate trash and breakdown all boxes as they go. The community room must be vacuumed NBCC staff comes in at 6 so it helps to have this done before then. Any vendor w/equipment must be out by 6; contact Jeanne for any exceptions.

Jeanne gave an overview of the Event Guidelines document highlighting a few sections. For example, if we move stuff out of a room, we must move it back. She also requested we pay close attention to the decoration section.

NBC is very flexible with respect to food. It is recommended all food be pre-cooked; the committee chair should contact Jeanne to go over this information. NO red or purple drinks as the floor are difficult to clean. There must be lids on all beverages and there are no beverages allowed in some areas (like the gym).

Jason Hicke is the facility manager and will be able to answer questions about the building, power outages, etc... Jody asked whether we had to have separate security as there was a line item in the budget for this. Jeanne wasn't sure what that was as it has been parents manning security in the past. It is possible that covered shirts and radios.

Questions were raised for event programming. Did NBCC have a list of program people for entertainment if AKP couldn't find anyone. Jeanne said she would check and Colleen noted she has begun to receive information from different vendors.

Jeanne wrapped up with billing information. The AKP has pre-paid to reserve and costs will be adjusted based attendance. After the event, send Jeanne the final count; she will email final bill to Colleen and Jody.

III. Secretary Report – Karen Edmond

Verified that Minutes will be posted to website rather than via email; Karen will contact Celena to add a "Meeting" section to the website where these could be posted.

Nancy Oakland is the contact at the school for putting items in the Daily Bulletin or sending other notices. She prefers two days' notice for any messaging and that it comes from a single point of contact. Since Julie Anderson is there with ticket sales and checking mailbox, she agreed to be that point of contact.

IV. Ticket Sales – Julie Anderson

Julie reported brisk ticket sales! She noted that including the first name/last initial of students in the Daily Bulletin has created quite a buzz. Nancy O stated she will add a few names each day, not the whole list at once. The full list of first names will be on the website.

The best sales seem to occur when the message goes in the bulletin then selling at lunch two days in a row. One of the Deans chatting with Julie was quite surprised they had already sold roughly 120 tickets.

Several volunteer forms were in the AKP mailbox; these were given to Colleen to pass onto Lynell Gupta, the Volunteer chair.

V. Poster Design – Julie Younker

Newly engaged, Julie unveiled the artwork poster created by her fiancé to be hung up for use during ticket sales. This is a colorful Knight's head with Mardi gras type feathers on the top of the helmet. The group was excited about the look; Julie will check into getting a copy of the jpeg file for Jerri for use on the website and other documents.

VI. Treasurer's Report – Judy Welty

Judy distributed the attached AKP Treasurer's Report for January 8, 2014; there was general discussion of the report with the following highlights:

- The group agreed to the request for tracking the Fundraising vs. Donation as proposed in the report. This will make it easier to link donations for scholarships (coming in or going out).

- The Deans will facilitate the ticket scholarships for students as they have a target group they work with.
- The Volleyball boosters gave a \$50 check to AKP from concession night sales.
- Postage for the December's mass mailing had been pre-paid.
- A big shout out to Julie Anderson for picking up mail and getting registration \$\$\$s in quickly!

VII. Committee Chair Reports

- Baccalaureate – Shannon Mildenberger had sent an update to Colleen dates are being formalized for the venue and the orchestra.
- Bag Room – informally polled some students who liked the idea of the bag room and gift bags.
- Decorations – Mary Donohue is getting balloons organized; there are plenty of decorations from previous years and which the balloons will dress up. There was discussion about hanging the David Banks 2'x4' banners.
- Gym Games – have someone interested in Chairing but need to firm up. It was noted they had to provide their own volleyballs for last year's games.
- Security has chair identified and a few names for volunteers.
- Spa – Trisha Pettipiece reported to Colleen that she already has 4 people lined up. Jerri E. will have Lori Wolf (who also expressed interest) get in touch with Trisha. Sandy Bona who is the Librarian at Edgewood may also be interested.
- Food – Mary Folska and Mellissa Graheck will help but still need Chair person.
 - Ideas for food include Chipotle, pizza, wings, root beer, Subway and a coffee bar.
 - Need to bring our own serving and clean up supplies.
 - There were cups and lids for drinks from last years' supplies.
- Prizes – still need chair! Ideas were put forth about doing games or talent shows for prizes. Kids last year were confused about the drawings. What if we took the entertainment budget of \$4300 and used it on prizes instead then made the entertainment the distribution of prizes like a game show. Judy noted that one of the Math teachers was a professional comedian – would he be interested in hosting the game show environment?
- Donations – letters are going out this week.
- Candy Sales – Jeri Espeseth had coordinated chocolate sales at Walmart in St. Anthony. She and several others took advantage of the nice weather and sold about 4 and 1/2 boxes. Jeri raised concern that we still have over 1/2 the original Candy purchase left to sell.
 - Do we send a letter to parents again?
 - Where else can we sell?
 - Is anyone willing to contact businesses?
 - Jeri to check if sales can be done during 8th Grade Parent meeting tomorrow night and Walmart sales on Saturday again if the weather is nice.

VIII. "Knights of the Roundtable" Q&A

- What's the deadline for yearbook photos?
- Do we have any designers who can create a flyer for donations/sales, etc.?