**Project Graduation Meeting   
December 13, 2017**

**Meeting Notes**

1. Night at the Races Fundraiser

**Venue/Logistics**

Eileen will set up meeting with the NATR committee at Pino’s the first week in January. We need an Emcee for the evening, as well as set up, clean up, ticket sales, etc (sign up on google doc). How many total volunteers do we need?

Race kit has been ordered through the HPEF (we will reimburse them $387). The HPEF will also get all the gambling permits (approx. $200)

We need to send out a flyer next week so people can order tickets. We need to make sure the website is updated so people can buy tickets (Trish/Eileen?) $50/ticket. No discounts (we don’t want to worry about assigning tables, so people can sit/stand/mingle wherever they want to). They can buy tickets through paypal or mail a check made out to HPHS Project Graduation (with “tickets” in the memo line) to Ginny Deatz (114 Graham St). 110 tickets max can be sold.

We also need to post flyer around town.

Eileen will work on the race program (horse naming, etc). That also has to be on the website so people can name horses and make their payments ($20).

**Food/Dessert**

Mike McCarty offered Battleground Country Club which will supply the food (dinner) for the event. Menu items will be finalized.

Rick Burke will coordinate non-alcoholic drinks and coffee (Pino’s will provide the cash bar—will we get a percentage of sales?)

Desserts: volunteers will make desserts and get some from Costco. We also need paper goods, etc.

**Ads**

This has already gotten started. Please see the google doc to see if you can help solicit ads from the listed businesses.

Eileen will meet with Mei to work on the PowerPoint to display the ads.

So far we have been promised $1100 in ads and have collected $750.

**Baskets**

We already have 15 baskets in the works. The basket committee will have to give updates at the next meeting and arrange a time to assemble the baskets (if necessary).

1. Weinberg T-shirt donation: Eric Weinberg and his son Arnie want to donate shirts to the graduating class (MAS) They would want a few seniors to assist in designing the shirt. (is this already in the works?)
2. Treasurer Update: So far we have raised $3564.86 in donations and $750 in ad sales. We have sold 3 tickets ($150 total). We have $3545.63 in our bank account and $969.86 in the paypal account at this time.

1. Next meeting date – Tuesday, January 9th, 7:30 in HS Cafeteria (main focus: Night at the Races!)