**Project Graduation Meeting
November 29, 2017**

**Agenda**

1. Woodbridge Community Center Update – Susan, Ginny
2. Treasurer Update - Ginny
3. Communications Update -- Trish
4. HP Restaurant Nights – Ann, Mya
5. Night at the Races Fundraiser
Committees updates and next steps:
1. **Venue/Logistics** -- Eileen, Micky, Roz, Ginny -- This committee will work with Pinos on the venue set up and break down, race kit and race program, logistics, ticket sales, computer screen, displaying logos, audio, etc.

2. **Food/Dessert** – Barbara, Susan -- Barbara, Susan – Coordinating the food for the event. Mike M offered using the Battleground to supply the food for the event. Contact parents from last year’s event to obtain the menu. Ask parents to donate baked goods for dessert

3. **Ads** – Mike B, Mike M, Mya, Mei – This committee will solicit businesses and others to buy ad space in the program and to be displayed on the screen at the event. Sponsors may also want to donate products, services and/or gift cards which could be used for the baskets.

4. **Baskets** -- Neepa, Trish, Ginny, Valerie – Creating, finding/soliciting content for at least 15 baskets.

* Volunteers needed and any other issues/outstanding items?
1. Next meeting date – Wednesday, December 13, 2017 at 7:30pm in HS Cafe