**Project Graduation Meeting   
November 8, 2017**

**Meeting Summary**

1. Woodbridge Community Center Update – Susan signed the contract and gave the $1500 check as a deposit for the venue. Our contract with WCC mirrors last year’s contract in terms of pricing, food and activities. We will decide extras for the evening based on funds raised.
2. Treasurer info (budget, deposits, immediate funds, etc.) – There is currently about $500 in the PG account. Trish will follow up with Lori to make sure any donations coming through the main office for PG are sent to Ginny.
3. Communications – website, Facebook:

* Trish will update website with current information and a save the date place holder for the Night at the Races.
* Mya will open the facebook page so that it is no longer a closed group and can be used for promotion of PG events and fundraisers.

1. HP Restaurant Nights – Ann, Mya will meet with Bridge to work on a fundraiser at the restaurant for some time in the winter.
2. Night at the Races Fundraiser   
   - Should we have a “snow” date for the event? No snow date will be saved since really the only issue is getting the food from Battleground.

* Carol to have a graphic designer (Saskia) create the flyers and promotional materials for the Night at the Races.
* Trish to work on purchasing tickets through the website (ask Kim).
* Please sign up to help with the committees below as the event will be our primary fundraiser
* Committees and members are as follows:

1. **Venue and 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. **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.
3. **Baskets** – Neepa, Trish, Ginny, Valerie – Creating, finding/soliciting content for at least 15 baskets.
4. **Food** – 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.
5. Letter Writing Campaign – Thank you to McCarty Family for supplying stationery and postage for the letters! Students personalized and stuffed envelopes to be sent to the parents of the class of 2017, 2018, and 2019.
6. Next meeting date – Wednesday, November 29, 2017 and Wednesday, December 13, 2017 – both at 7:30pm in the HS café.

Trish – 11/9/17