**Project Graduation Meeting   
December 13, 2017**

**Agenda**

1. Woodbridge Community Center Update – Susan, Ginny
2. Treasurer Update - Ginny
3. 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, Liz Estes -- Coordinatethe 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.

How many volunteers will be needed?

When should we start accepting tickets purchases online for the Races?

1. Next meeting date – Perhaps next couple of meetings should only focus on the Races Fundraiser?