

CLASS OF 2020 PROJECT GRADUATION MEETING #1 MINUTES

October 23, 2019 7PM

HPHS Media Center

**NEXT MEETING- Wednesday November 6th at 7PM
LOCATION TO BE CONFIRMED**

Attendees: See attached

Graduation Date - Monday June 22nd

1. Introduction- Mr. Lassiter- **Postponed to next meeting**

2. Event Location Confirmed- Woodbridge Community Center

- Roller Skating- \$22/ person
- Pool/Gym/Upper Lobby- \$24/ Person
- Unlimited Dinner Package- \$13.50/ person

A. Discussion included concern that this was too much. That the kids would not be all together.

B. HW identified that packages like Ice Skating and Breakfast Bar were not included but also could be added

3. Event Time- Typically event is from 10:30-3:00. Kids at buses by 9:30. Discussed pushing this later (say kids arrive at buses at 10, to allow more time for families.- No Conclusion. This will be discussed with Lassiter and amongst the Project Graduation Event Planning Group.

4. Administrative

- Treasurer- **Vicki- HW will connect Vicki to Pam D. to transition Financials**
- Website- **Fiona- HW will connect Fiona to Kim to get set up on Website**

5. Project Graduation Event Planning - **Agreed that much of this can lag until after February Event**

- Buses
- Parent Volunteers
- Additional Activities- **Morit Blank Suggested organizing student input to gauge what they may be interested in- discussion to be continued**
 - * Henna Station
 - * Massage
 - * Photo Booth
- Swag- **Seemed consensus was not to provide Swag**
- Thank You Gifts

6. Fund Raising Group

- Buses Letter Writing Campaign
- **"Night At the Races- Target Saturday February 8**
 - * Schedule- **Ruth to check with Pinos regarding Date**
 - * Invites
 - * Food
 - * Decorations
 - * Ad Solicitation
 - * A/V Presentation
 - * Gift Bags
 - * Event Coordination
- **Discussion of other fundraising options- Dinner at outside venue/ event similar to Great Tastes.. to be discussed further at next meeting**

7. New Items

- **Possibility of Gown Return/ Donations in conjunction w/ Project Graduation**
- **Suggestion of utilizing Green Utensils again this year- possibly at fundraiser or at PG Event**

8. Next Steps

- **Ruth to coordinate licensing requirements with Cathy Denning and confirm that this can occur by February 8th**
- **Heather to coordinate with Kim H. how to arrange for "Races Package"**
- **Vicki/ Heather to get breakdown of financials by next meeting-how much do events bring in.**
- **Are we a 501c3? Can we use schools?**