

# Committee Meeting Notes

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Attendance:

- Jill Kilby
- Bridget Anders
- Paulina Allen

- Financials

Total Monies Spent as of date of meeting: \$1296.39

\$703.61 UNDER budget

DJ Services	\$400.00 - PAID
Amazon	\$111.32 - PAID
Dollar Tree	\$35.23 - PAID
Office Depot (Flyers, etc. )	\$135.68 - PAID
Barn @ Tall Oaks	\$233.63 - PAID
Staff Service	\$100.00 - INVOICE SENT TO BOD
Photographer	\$206.10 - PAID
Decor (Etsy)	\$22.16 - PAID
Big Lots (beverages)	0.00 - Did not go
<b>TOTAL:</b>	<b>\$1296.39 - PAID</b>

Things Still Need:

- Helium (Walmart)
- Roses (Sam's Club)
- Cocktail Napkins ( Marshalls)

- Time Line of Event:

- Arrive at 4pm

Sarabeth (bartender): receive all beverages, make ice, prep station

Tim, Ronnie and Jason: Move and arrange check in station, and assist DJ with all setup until he is completed.

Karlos: Setup station in the loft and lights

Friday, February 1, 2019

Paulina: Setup tables and decorate centerpieces

Bridget: Setup Tables and chairs

Nichole: Bring in equipment, setup photography in the loft

Jill: Setup and decorate peripherals of venue

- Women end setup at 5:30 to clean up and get ready. SHARP
- Enter at 6:00pm and make intro at 6:30
- End event at 9:00 SHARP
- No clean up crew specifically setup or assigned as of yet.
  
- March: Host OPEN committee meeting, discussed having open meetings every quarter in order to recruit and provide residents time to see how we operate and look at financials in detail.
  - Date is TBA, based on Jill's schedule, we decided that a Saturday would be good and location will be at Blu Sky Cafe in Fletcher.
- April: Easter / Spring Event:
  - Easter is on the 21st, so we host the event the day before, on April 20th
  - We are going to set out empty eggs and everyone gets a goody bag, based on age at the end, regardless of how many eggs they picked.

Meeting Ended