

Sunday, January 6, 2019

January Meeting (Open Committee Meeting)

Attendance:

- Jill Kilby
- Bridget Anders
- Paulina Allen

Visitors: Sarabeth DeLuca

2018 Year End Recap:

- YTD Spending: 9,951.54
- Left Over: 48.46, which is NOT rolled over to 2019

2019 Projected Financials and Budget:

- Budget is 10,150 total
- Is approved by Ed and usable at the date of meeting

- Discussed creating a vendor log to keep all the vendors that we use and ultimately like so that we can keep a record of their prices, services and can refer back to them for repeat business. Will use 2019 for the collection of the vendors. Will print out screen shots, services and prices, invoices and brochures or business cards to put in the binder. Bridget will keep all this data in the binder that contains all the invoices and paid receipts/contracts are kept currently.

Next Event:

- 1st Annual Sweetheart Dance, February 9th, 2019
- Location: Barn at Tall Oaks Farm, 28 Bradley Rd. Hendersonville, NC
(road directly after the entrance to West Hendersonville HS)
- Time Paying for: 4-10pm, Event time: 6-9 pm

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- Deposit Paid: 465.65 / Total price for rental is 675 = 210-235 remaining to pay
- Remaining balance is due _____ , Jill will find out from Tamra, the space owner.

Vendors for the Event:

- Bartender: Sarabeth DeLuca
 - will be paid to serve alcohol as a part of event staff. Fee is \$100
 - Job Description: Help collect, chill and serve beer and wine for the residents and monitor for excess consumption. Has been empowered to cut people off if they are becoming sloppy or seems that they would be unsafe to others.
 - Paulina will create an invoice for SB to send to Bridget so that we can pay her via check.
- DJ / Music: Carlos McNeil, DJ Bluphi
 - Amount: \$400
 - Carlos wasnt sure if he was available, but will reach out to Paulina about availability and get contract setup if available that night.
- Caterer / Food: Kathy and Mike Spires (828)243-9902
 - Bridget is going to call them and get more info regarding what are their menu options and price person.
 - Info like: What type of menu, how much pp, can they do allergen/GF options and when final RSVP is due
 - Discussed that we will probably need to get disposables from Sams Club in order to cut down the time cleaning and maybe we can get something fancy looking
- Door Person(s) / Security: Tim Anders, Jason Allen, Ronnie Kilby
 - Will have a master list of guests that have purchased tickets
 - will show people to their assigned tables
 - Check in the alcohol, how much are they bringing and stamp them, then send them to see the bartender to store their drinks.
 - Provide fresh cut roses to the females that come through
 - check IDs if they look under 40 to ensure there is no issue with underage drinking

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- be able to enforce the ticketing process and not allow anyone to enter that does not have a ticket or eject people that become unruly, sloppy drunk or an disruption to others.
- Photographer: Nichole Baker
 - Paulina contacted her and she is available for that date, she will provide Nichole with more information about her reservation and how much to pay her.
 - Discussed having photographer provide 1 hour of “prom picture’ style portraits from 6-7 pm, then 1 hour of free form photography of guests, venue and event for archiving and recap to neighborhood at the time of her choice.
 - Discussed that we are wiling to pay \$200 for the service
 - Discussed having her provide business style cards with her information and a “visit here to see your picture” type of saying on it after she snaps a photo of a couple.
- Decorations:
 - Red and white balloons: have them from Christmas
 - Red Ribbon: Jill has
 - Helium Tanks: purchase from Walmart for 24.98/tank (they do 50 balloons)
 - Confetti
 - Floating Candles
 - Rocks or Crystals for filler
 - Vases or Bowls
 - Fake or Fresh flower petals
 - Votive candles
 - Mylar and Foil balloons for statement pieces on each table
 - White Napkins for the tables and colored cocktail napkins for the bar
- make sure we purchase enough for all the tables and the buffet, bar and vendor table as well as some loose balloons for the dance floor.
- Overall Budget for the event: \$2000

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- Discussed charging a small amount so as to pay for some of the expense of catering, and to also encourage people to not rsvp then not show up, thereby reducing waste and loss of funds.
- Going to announce January 11 and deadline to purchase and RSVP is January 26

Actionables:

- Contact Olive and Co Catering and see if they want the catering job to keep the business in the neighborhood, but only if they can match or beat the quoted price from the Spires family. If they cant, then call and book the Spires family ASAP.
- Paulina will work on the invites or website ready to post on Friday
- Bridget: Reach out to caterer once we find out the news
- Jill: Look at Oriental trading and price out supplies for the event
- Sarabeth: research other locations and be the slueth to find deals on the things we need to source.
- Discussed uniform: All black and red lipstick, Men in all black

Meeting Adjourned*