

# DRAFT

## MINUTES OF MEETING

FUNDRAISING COMMITTEE  
OF THE BOARD OF DIRECTORS  
DATE: March 13, 2008

NORTHLAND PREPATORY ACADEMY  
3300 EAST SPARROW AVENUE  
FLAGSTAFF, AZ

### Attendance:

Brent Burch,  Randon Cupp,  Bob Lombardi,  Ramona Mellott,  Susan Smiley

### Others in Attendance:

Various members of the CEC

The meeting commenced at about 4:45pm as it merged with a CEC meeting that was already in progress. The main item under consideration was the annual fundraising event, which is scheduled for Saturday, May 17, 2008, from 5:30pm-7:30pm. Since the theme of the event is a chili cook-off, part of the discussion dealt with judging the chili and awarding prizes. Judging could be performed by the B. Lombardi, T. Post, and S. Danner. In addition, individuals at the event could also vote for their three favorite chilis. Rather than giving out prizes, the winners' names could be inscribed on a plaque that constitutes a Chili Hall of Fame.

Also discussed was the use of the gym's sound system to provide background music. In addition, some individuals said that live entertainment would be nice. Other discussion items focused on acquiring tables and chairs, the use of credit card machines to process transactions, and the solicitation letter requesting donations from Flagstaff businesses.

R. Cupp developed a timeline for the day of May 17, 2008, along with a list of volunteers to accomplish the tasks on the timeline. Please see the attachment.

The meeting ended at about 6:00pm.

Respectfully submitted,

Brent Burch

## 2008 Annual Fundraising Dinner/Auction Needs List

May 17<sup>th</sup>

8am	Paper Application to Gym Floor	Volunteers <u>Childers Family</u>
Noon	Table / Chairs Set Up	<u>Brent Burch</u> <u>Brian Carlson</u> <u>Randon Cupp</u>
1:00	Silent Auction Set Up	<u>Mary Lee Fisher</u> <u>Sharon Carlson</u>
3:00	Sound System Set-Up	<u>Bob Lombardi</u>
5:00	1 <sup>st</sup> Serving Team Shows Up	<u>Kathy Childers to coordinate</u>
5:00	Check In	<u>Linda Sogge</u> <u>Mary Lee Fisher</u> <u>Kathy Childers</u> <u>Carol Bousquet</u>
5:30	Dinner / Auction begins	
7:00	Silent Auction Ends, Items Collected	<u>Mary Lee Fisher</u> <u>Sharon Carlson</u>
7:00	Live Auction Begins	
7:30	Check out begins	<u>Margaret, MaryLee, Kathy,</u> <u>Toni Post, Sharon, Kathy</u>
7:30	2 <sup>nd</sup> Service Team Begins Cleanup	<u>Kathy Childers to coordinate</u>
9:00	Tables and Chairs Returned	<u>Brent, Brian, Randon</u>

### **Additional Notes:**

Coordination of Drinks:	Brent and Randon
Coordination of Breads	Jill Saville
Coordination of Chili Set-up / Tear Down	Tammy Cupp / Mary Lee Fisher
Coordination of Collecting Auction Items	Sharon Carlson / Mary Lee Fisher