

Federal Way Public Academy
Booster Club General Meeting Minutes
February 7, 2018

Call to Order 7:02m

Introductions were made with everyone present.

Gala – Bird's of a Feather FWPA together for our event/auction this year. Met with the venue and have everything but the drink (it will be a blue drink). Club layout and linens is complete, selected the menu "Tour of Italy" renamed to Peacocks in the Piazza. Going to charge \$30/person. Ordered numbers/paddles as well. Club is giving a \$650 discount this year. Need to have a person to coordinate with Cheryl on the RSVP – Vashti has volunteered. Going to mail out invitations on 2/19. On the 21st, school will send a bulletin to watch for the invitation – Put the date and reminder in the subject line. Gala is on March 17th.

Went through all areas of gala planning.

Need a volunteer for the 50/50 game – Plan for that to be cash only. Item will be a glow necklace. Mark has volunteered to help organize and run that.

Procurement Report – Corv: Yolanda and Lynda have joined the team and are recruiting from the local businesses. Most items being sent mostly to the school. There is a master list to work from so if you are interested in helping then please contact Corvie. Not doing a live auction, will just be a silent auction. Vashti and ?? volunteered to help with this.

Auction: Program – Paige has volunteered to help with creating this document. Volunteer to help assemble booklet fairly close to the gala: Elena & Vashti.

Grade Level "Quality Experiences" & Teacher Experiences were discussed.

Will Need someone to keep track of the numbers during Fund A Need – document the numbers. Need to brainstorm how much time we need for the entertainment. This information should be included in the program.

Check In / Check Out – Students could help with checking in. Paige, Vashti and Lynda can help with checking in. Need the envelopes stuffed and ready prior to check in. Best done in a little work group.

Checking Out – Trish to help coordinate the checking out process. Trish has two square readers and will connect with Patty regarding what bank account to set up deposits into.

Need some organization to the line – create multiple lines.

Discussed options for the candles, centerpieces, napkin rings.

Mrs. Lee is coordinating the Dessert Auction.

Post gala meeting will be the second Wednesday of April to review how everything went, share numbers, etc. Will meet one more time on 3/7 at 7:00pm.

Adjourned at 8:18pm