

MINUTES

Sonshine Christian School Parent Teacher League

Date | time January 14, 2020 | 4:15 PM | *Meeting called to order by* Melanie Byma

In Attendance

Melanie Byma, Rosemary Warner, Glori Whithorn, Nichole Stern, Kristi Bates, Becky Jones, Chara Cuoto, Kathy Sheppard, Erica Cruz Martinez, Russell Kofford

Agenda Items

- Silent Auction –
 - Final Artwork was presented and approved
 - Facebook event added
 - Art uploaded to website
 - Volunteer solicitation form – Russell to be given a copy so he can get to Rosemary for distribution ASAP
 - Donations Update –
 - Looks like about 19 donations so far
 - Nichole to review all with Rosemary on Friday and update our spreadsheet
 - Melanie to contact Debbie England about possible Blazer Tickets donation
 - Rosemary to send out reminder of class baskets so those can be started
 - Calls need to be made to follow up on donations solicited –Russell volunteered to help with this. Nichole to get a list together for them.
 - Glori to contact Modern Dentistry about photo booth and donation
 - Glori to contact Friends of Carpenters Union about their donation
 - Rosemary to check with DeAnne about Fred Meyers donation
 - We need more parents to ask for these
 - Nichole has started cataloging the certs and donations
 - David Warner is coordinating the child care
 - David does not have details yet. Melanie and /or Rosemary to follow up with him next week. We need to start marketing this.
 - Inventory of items: We have 126 clipboards and 60 stands.
 - Russell to ask Tapp Plastics if we can get more stands donated
 - Glori will keep her eyes open for possible sale and stock of clipboards at dollar store
 - Dessert Dash – Chara will start soliciting at bakeries
 - Chara to start soliciting from bakeries
 - Glori will speak with her daughter about making items
 - Melanie has volunteered to make a dessert or two if needed
 - We will need one per table at least
 - Printing that is needed
 - Tickets – Russell will look into doing this with numbers
 - Programs – Rosemary will pull up last years and we can just modify/update that one
 - Donation envelopes for table

- It was agreed they should be S.H.I.N.E. logo so we can use extras for other events
 - Glori to coordinate with Russell on these
 - Bid Sheets – Glori has the template – we need to get this to review them and any modifications.
 - Two part carbon copy
 - Next auction meeting will be after survey results are obtained
 - Decorations for table etc
 - Chara and Nichole had good ideas
 - Some tables could have leaves with coconut shell filled with water and floating candle
 - Some tables could have tray with sand and shells in them
 - Volunteers Needed
 - We need people for the following:
 - Set Up
 - Check In
 - 50/50 - John Warner will most likely do this
 - During Event – random activities
 - Check Out
 - Need 4-6 people as we will need at least 6 tablets for event
 - Note we need to make sure the white copy of bid sheet goes with items at check out- we retain only the yellow.
 - Runners for items
 - Someone to log live auction items, winning bidder and amount
 - Need to review Square Account to see if we can create a catalog or how we can note references for check out purposes
 - We need to put item such as: tickets, 50/50, live auction, auction
 - We also need to note which bidder is paying so we can reconcile after event
 - Follow Up on Staff Donations
 - Kathleen – will she do the BBQ again?
 - Rosemary – Principal for a day
 - Becky – class photos
 - Draft email for Rosemary to send to staff to see if they will be donating special activities or not so we can begin cataloging and getting posters together

Items for Review

- Decorations ordered?
- Printing complete?
- Volunteers list ?

Next Meeting

Tuesday, February 11th, 2020 at 4:15PM