

# 1/13/17 Special Events Committee Meeting

## Minutes

**Present:** Denise Lopez (*parent*), Jamie Rossi (*parent*), Mia Shervington (*parent*)

### Committee Chair Report:

- The Committee budget for the remainder of the 2016-17 academic year has been approved in the amount of \$1,000. The 2017-18 budget will be reviewed at year end.
- Jen Carbaugh would like to work with the class parents at Woodside and Oakside to host a bake sale every Friday at dismissal for the walkers. Each week, one class from each grade would bring baked goods to sell. Will most likely start in the spring to allow tables to be set up outside.

### Old Business: Event Planning

- Mr. Lewis and Ms. Liburd have been informed that Jamie and Ann will serve as **Building Liaisons**. Still need committee members to volunteer for Uriah Hill, Woodside and PHS.

### Old Business: Future Events

#### **A. Parent's Night Out: Jamie Rossi, Event Chair**

- Due to scheduling conflict, this event will take place on 2/11 from 3:30pm-6:30pm at PKMS. Parents to drop-off by 3:45pm and pick-up to begin at 6pm. Deadline for registration will be 2/1/17.
- Minimum volunteer ratio is 10:1. We will solicit 10 adult volunteers. Fidelis will be on hand to assist with childcare and have agreed to bring a face painter to the event.
- Attendees will be given name tags and will be provided with pizza and snacks. Crafts and games will also be provided.
- A suggested donation of \$10 will be requested to assist with costs.

#### **B. Father-Daughter Dance: Marlene Valenzuela, Event Chair**

- Ticket cost @ \$40/couple may not be enough to cover event costs. Marlene provided a budget estimate to host at PKMS. Mia submitted a proposal from Cortlandt Colonial for review. Other venues will be investigated. Need to evaluate ticket cost or provide an alternate plan of execution.
- If an event date and execution plan cannot be established by the next meeting, the event will be postponed until the 2017-18 academic year.

#### **C. Uriah Hill Book Drive: Event Chair - TBD**

- Uriah Hill is not scheduled to have a book fair in the spring as previously assumed.
- We will instead promote the book drive during the month of April and schedule the final collection at Hillcrest Elementary School's Poetry cafe' on 4/26/17. This date coincides with Hillcrest's BOGO Scholastic Book Fair.

#### **D. Lip Sync Battle: Mia Shervington, Event Chair**

- In an effort to make sure that older students have opportunities to participate in PTO sponsored events, postponement until November is being reconsidered.
- The Committee will look to work with Performing Arts to plan the event on 5/12 or 5/19.
- Admission will be nominal (\$2-\$5) and a monetary prize of \$100 will be considered.

#### **E. Pool Party : Event Chair - TBD (Tentative date: 6/17/17)**

- Need to determine pool availability and confirm lifeguard requirements.

**F. Mini-Golf : Jamie Rossi, Event Chair (Tentative date: 3/25/17)**

- Need to determine how to solicit Hole Sponsors and create an event narrative.
- Food and beverages to be provided (hot dogs, Arnold Palmer's, lemonade etc).
- Need to find a golf facility willing to allow us to borrow equipment for the day.

**G. Emergency Preparedness Prep Rally: Event Chair - TBD (Tentative date: 6/17/17)**

- Dr. Fine is allowing the PTO to coordinate with the elementary school's to bring this program to PCSD.
- Efforts will be made to work with the Building Emergency Response Teams (BERT), Altaris and local county emergency resources.
- Availability of the fire prevention team's 'Smoke House' will be determined.

**H. End of Year Volunteer Appreciation Event: Event Chair - TBD**

- Permission to use off site venue granted by insurance provider.
- Need to evaluate costs and consider hosting a picnic/BBQ.

**I. Other Events Under Consideration**

- Cupcake War: Jamie to look into logistics
- Bingo Night: Tentative Date - 3/20 @ Hillcrest. Admission will be free, however there will be a charge for refreshments. Need to solicit approx. 6 volunteers.
- Bake Sales: See Committee Chair Report above.

**New Business: Future Events**

**A. Fundraising Committee's Color Run**

- This event is no longer being considered by the Fundraising Committee.

**Old Business: Committee Community Outreach:**

- Committee engagement plan to be further discussed at our next meeting in hopes that Carmen Ayavaca, Maria Vele and other absent members can provide input on how to best work with **City of Peekskill Youth Bureau, Peekskill Agencies Together (P.A.T.), and the Peekskill Field Library.**
- Discussion regarding a collective calendar will also continue in February.

**Action Items:**

❖ Jamie Rossi

- Reach out to local businesses re: pizza cost and borrowing golf equipment.
- Coordinate with Barbie re: Parent's Night Out event flyer.
- Put together a brief plan of execution for the mini-golf event and determine sponsor targets.
- Determine vendor and cost estimate for Cupcake War.

❖ Mia Shervington

- Acquire name tags for Parents' Night Out attendees.
- Email PTO logo to Barbie and upload to Google Drive.
- Coordinate with Communications Committee re: event announcements & volunteer needs.
- Upload Father-Daughter Dance cost proposals to Google Drive.
- Confirm facility availability for tentative event dates.
- Reach out to Fidelis, Kohl's and emergency resources regarding event assistance.
- Contact Crystal Hernandez re: Lip Sync Battle.
- Add parent participation event at Field Day to Exec. Committee agenda.

❖ Denise Lopez

- Provide information regarding pricing at Table 9 for Father-Daughter Dance.

**Next Meeting:** Friday, February 10<sup>th</sup> at 6:30 pm - Virtual Meeting. Invite to follow.