

9/13/16 Special Events Committee

Meeting Minutes

Present: Indiana Davis (*parent*), Vernita White Mosely (*parent*), Paola Monsalve (*parent*), Mia Shervington (*parent*)

Committee's Role:

The committee is responsible for coordinating social activities (this includes scheduling, planning and budgeting) throughout the year that will enhance a positive relationship between the school district, families and the community.

Working with the Fundraising Committee

- Some events will have a fundraising component and will be planned as a joint effort. The Special Events Committee will manage the event planning, while the Fundraising Committee will handle the collection of funds and reporting to the Finance Committee.

School Events vs. Special Events

- Not every event in the school is a “special” event.
- As of today, a “Special Event” is considered an event that is planned, organized and sponsored by the PTO. Field Days, Science Fairs, and Concerts may receive assistance from the PTO to provide volunteers and/or financial support, but they do not fall under the umbrella of the Special Events Committee.

Event Planning:

Our goal this year is to strengthening the relationship between home and school by having events that appeal to students of all ages and their families. The following events have been identified as tentative pending increased committee sign-ups and participation:

- **2016-2017 Kick Off - Welcome Event**
- **Pre-K – 5th Grade:** Halloween Trunk & Treat, Bingo Nights, Movie Nights, Milk & Bookies
- **6-12th Grade:** College Fair, Lip Sync Battle, Movie Nights, Jam Sessions/Battle of the Bands
- **For Families:** Broadway Theater Trips, Career Day, Family Game Night

Unfortunately, we will be unable to calendar events with only two committee members. The scheduling and planning of multiple events across multiple buildings, requires more resources than currently available.

Hopefully, by communicating that committee members can share ideas and follow-up on action plans via email and virtual meetings, we will be able to build membership.

Committee Liaisons:

We will be attempting to identify liaisons to work with the Communications Committee and the Class Parent Coordinator. The designees will relay any content about upcoming events and volunteer requests that will require promotion via flyer and social media.

Action Items:

- ❖ Paola will reach out to Colleen Hardiman to determine if it would be possible for Woodside to host Trunk and Treat on Halloween (Monday, 10/31/16) during the evening hours.
 - Mia to reach out to Carmine re: Facility Use Request and safety equipment if given the OK.
- ❖ Mia will follow-up with Division Street Grill and Hudson Room re: pricing for possible Kick-Off - Welcome Events.
- ❖ Mia will reach out to Ridvan Foxhall to see if it would be possible to collaborate with New Era Creative Space to provide child care during PTO sponsored events.
- ❖ Mia will request approval of Movie Licensing USA annual fee of \$469 for use during Family Portrait fundraising event and movie nights..

Next Meeting:

Tentative: Monday, October 17th at 6:30 pm at PKMS library