

# Project Graduation Meeting Minutes – January 9, 2024

- **WELCOME and HAPPY NEW YEAR!!**

- Sign in and sign up to volunteer (only if you haven't already)

**No community attendances due to snow reschedule via zoom- Dawn, Sue, Patti, Candace, Jodi and Tina**

- **FUNDRAISERS**

- DOUBLE YOUR DONATION – We are currently at **\$475** – No movement since November...
- PAMPERED CHEF: A former parent who's done fundraisers for us in the past is continuing to do so. She has an ongoing online fundraiser open through Pampered Chef. For any orders placed through her links, PG will receive a percentage. The links are currently posted in our Facebook group.
- SENIOR DIRECTED CABARET: This year's numbers were increased over the last two years, for a total of **\$3,497** between entry fees, concessions and donations on both nights combined.

- **DINE + DONATE NIGHTS**

- DECEMBER: Polizzi's – Made a very small amount, maybe \$25ish...
- JANUARY: PJ Whelihan's – Tuesday 1/16, MUST mention Project Graduation

- **OLDER BUSINESS**

- Social Media: Our old group was archived and new pages were created on Facebook and Instagram
- TV Raffle: We decided not to move forward with this

- **COMING UP**

- JANUARY and FEBRUARY 2024
  - **Donation Request Letters:** Dawn revised the letter and donation form for 2024 and it's ready to distribute to local businesses. Amy + Jen have the address labels, Candace will get us the envelopes and has a class of students on standby to stuff them for us. Postage is also handled.
  - **Bingo Prep:** We need to move full steam ahead with Bingo, outlined below.

**Question about tax form, there is no tax form for donations, they just need a receipt with our tax id number and what they donated.**

- **DESIGNER BAG BINGO-March 9, 2024**

- LICENSING: Paperwork will be filed by January 12th

**Tina filed paperwork, when submitted clerk questioned Zeffy. No updates yet. Jodi said it takes up to 45 days to get license.**

- BASKETS: Amy W. will be leading the charge for basket donations again but anyone is encouraged to reach out to people and businesses they know in search of either full baskets (preferably wrapped + ready to go), gift cards/certificates, services, etc...Amy will be creating a shared document to keep this process organized so we're not soliciting the same businesses.

**Amy and Jen reached out for addresses for baskets, asking for made and wrapped baskets so we don't have to do it. Try to get as many gift cards as we can, we can always make a gift card basket.**

- SHOPPING

- Budget for bags: \_\_\_\_\_
- Budget for door prizes: \_\_\_\_\_
- Who will be doing the shopping? \_\_\_\_\_ When? \_\_\_\_\_

Last year there was a bag and wallet combo purchased about \$180-200 each, debit card was given to bingo chairs to shop, will do that again. Last year was \$2,005 for 12 bags plus \$259 for Kate Spade Bundle. Door prizes will be lanyards, cups etc. Last year cost was \$102.50

Tickets on Zeffy- 300 open but 325 total. The extra 25 are for people who ask to hold or extra for donators. Aimee from Mission BBQ asked to hold 10 and reserve a table. If anyone buys 10, they can reserve a table and get entered to win a prize. We will do assigned seats again, it's based on room, only guaranteed seating together if tickets are purchased together.

Advertising- WW has nice advertising, Dawn reached out to them for info  
Need to get dabbers and raffles.

#### DESIGNER BAG RAFFLE-May 2024

- We will be raffling off a designer handbag to give away before Mother's Day (May 12th) again this year.

Will need license for this as well. Tina will get started on this once we are cleared with Bingo.

- We need to agree upon a budget for the bag, select one and purchase it by mid-February so the licensing process and advertising can begin *ahead* of schedule.

Its suggested we stay with LV. Only store is in KOP

- **LAST DANCE-First week of June**
  - Janine and the executive board have been discussing the details of this event and Janine is in the process of booking vendors and organizing the details of the night. More details will be shared as we get closer to the event.

Reached out to James Donaro for DJ and Photo booth. He is a graduate of WTHS. Asked for a good deal, not free but something that would benefit both us and him. In negotiations with him.

2023- DJ \$500 Photo \$480

2022- DJ \$450 Photo \$450

This year DJ quoted us \$600!!

Someone asked about needing him for D&B, we aren't sure if we supply or if D&B does, so looking into that with school contact.

#### RECAP OF FUNDS RAISED SO FAR:

|                    |                   |
|--------------------|-------------------|
| Boscov's           | \$ 465.00         |
| Texas RoadHouse    | \$ 101.50         |
| Double Donation    | \$1,975.00        |
| Amazon GC          | \$2,496.00        |
| Senior Directed    | \$3,497.00        |
| <u>Powder Puff</u> | <u>\$1,498.00</u> |
| TOTAL              | \$10,032.50       |

2024 is paid for already, we are raising funds for 2025.

We are always full steam ahead, Patti pointed out ahead of the game since no PG in 2020. Current Board is documenting and getting wealth of info ready for when change over happens with board members. In the past too much has gotten missed or fell through the cracks.

Currently looking into 501C3 status and IRS Paperwork but all focus on Bingo, 3/9/24. Feels like we are running out of time.

***\*THIS MEETING DID NOT TAKE PLACE IN PERSON WITH THE COMMUNITY ON THE SCHEDULED DATE BECAUSE THE WEATHER FORCED US TO CANCEL. THE EXECUTIVE BOARD WILL DISCUSS THE AGENDA ITEMS, TAKE NOTES AND PUBLISH THOSE MINUTES FOR THE PUBLIC AS SOON AS POSSIBLE.***