

## FUNDRAISING COMMITTEE

### Summary Report – April 13, 2016

Committee meeting scheduled for 5:30 p.m. on April 13, 2016 is cancelled because we have made no sustentative changes in the last 2 weeks. We are rescheduling for Wednesday, April 20, 2016 at 5:30 p.m. so we can hopefully distribute tickets, save the date cards and posters.

- The information has been submitted to the printer but we do not have any proofs yet.
- The tentative budget has been amended to reflect some of the items we discussed at our last meeting, copy attached for your information. Save all questions for next meeting or submit by email.
- We have received our first check for a table from the WeCare committee.
- Follow-up phone calls will begin this week on the packages we sent out to potential sponsors and potential vendors who might support by purchasing ads.
- We have not identified the Honorary Chairpersons for honoring, other than a YES from Hubert Price. If you have any suggestions please contact me as soon as possible so we can get a verbal yes and send them the letter of request.
- Key committee members have seen the venue, except for the caterer, and are developing plans for the event. Dr Leverette will bring information to the district leadership, Wilma is developing decorative ideas.
- I have a verbal confirmation for the DJ and the Motown Experience. Their costs are included in the tentative budget.
- Trustee Carrington has volunteered to call the possible valet companies and get their pricing and availability for our event.
- These are our needs and my suggestions for assignment:
  - We need Brenda Causey-Mitchell to head ticket distribution and table coordination.
  - We need Tommaleta & Brenda Carter to work on program & table displays
  - We need Art McClellan & Steve Fladger to oversee monies both incoming and expenditures.
  - We need Karen Cain & Trustee Carrington to oversee souvenir book

We can discuss more thoroughly at next meeting.