

Project Graduation 2015/2015
Annual/Transition Meeting/Texican Café
Meeting Minutes
6/16/15

Attendees: Jennifer Allid, Natallie Wiesebugel, April Morley, Julie Zess, Lisa Cauble, Beth Manion, Stephanie Methven, Jen Halter, Deb Libert, Joey Lake, Lynn Lake, Nikki Estabrook, Gayle Franzen, Liz McDonald, Jeanne Tomlinson, Denise Isenhour, Roxy Tucker, Maryam Yasrebi, Ruthann Dickensheets, Karen Crider, Katie Lee, and others from the 2016 group also attended.

Jennifer Allid opened the meeting at 6:37 pm. Minutes from the May minutes were read.

Jennifer welcomed everyone and reported that Project Graduation 2015 was a success.

Treasurer Report: Julie Zess gave the treasurer report (see attached)

Jennifer opened the floor for nominations of the Project Graduation 2016 directors. Denise Isenhour was nominated and voted to the position of Head Chair/President, and Roxy Tucker, Treasurer. The following is a list of the new committee chairs to date:

Head chair: Denise Isenhour

Treasurer: Roxy Tucker

Underwriter: Monica VonWaaden

Secretary: Maryam Yasrebi

Fundraising: Ruthann Dickensheets

Decorations: open

Entertainment: Karen Crider

Food: Kelly Larson

Large Gifts: Lynne Rhea/Debbie Dittmer

Small Gifts: Rhona Hsu

Purse check: Debbie Wuthnow

Publicity: Katie Lee/Terri Taylor

Registration: Elizabeth Vetter

Security: Mark Grovsner

Sr. Video: open

Volunteer Coordinator: Sara Solomon

Webmaster: Michelle Willette

Each outgoing committee chair discussed their responsibilities and connected with the new chairs to hand over and further discuss instructions.

Fundraising: Had nothing to report as incoming chair is aware of their responsibilities.

Large Gifts: Had nothing to report as incoming chair is aware of their responsibilities.

Small Gifts: Jennifer reported that there were 12 small gift bags left at the end of the night. She will send out an email and invite any students who were unable to go to the event to pick one up from her house (first come, first served).

Publicity: April Morley reported how important communication is to get the parents involved. She found that many parents have never heard of project graduation and recommended that the publicity chair begin educating them as early as possible.

Volunteers: Had nothing to report as incoming chair is aware of their responsibilities.

Registration: Shelly Kirkgard was unable to attend this meeting, but Elizabeth Vetter is aware of her responsibilities as she has done it in the past.

Decorations: Natalie Wiesehuegel reported that with many volunteers, they were able to have all of the decorations up before the doors opened to the students. All of the decorations were taken down within a couple of hours at the end of the night. She mentioned that the students didn't use the dance area in cafeteria with the DJ, and this space may be better utilized in the future. Natalie is looking into finding a single, permanent place to store all of the decorations from past project graduations for future use.

Entertainment: Everyone agreed that the entertainment was a big success. There was a discussion of possibly moving the photo booth to a more visible location in the future.

Food: Deb Libert reported that the food stations with volunteers circulating the food seemed to be ideal. They were able to give out food while it was still hot and had very little left over at the end of the night. The salsa bar was the only thing that didn't get eaten. This may have been due to the location in the cafeteria with lower student traffic.

Website: Stephanie Methven and incoming webmaster had already discussed what needs to be done prior to this meeting.

Senior Video: Liz McDonald discussed how she requested and received photos, and suggested to begin collecting photos earlier in the year.

Security: Joey Lake reported that night went smoothly and there were no major security issues. There were a few interior doors, which led to secluded areas, that needed to be blocked off, but overall it went well.

5K: Jennifer stated that in the fall of the 15/16 school year, there will be a race that will benefit PG16. She will email the information to Denise after she receives it from her contact with the district.

Garage Sale wasn't discussed since PG16 will not have one.

Taste of Asia: There was no representation for Taste of Asia at the meeting, and no need for discussion as the committee is already familiar with their duties.

Denise Isenhour introduced herself, and the committee chairs who were present, and thanked everyone for their help. Each committee notebook was given to the new committee chair. Denise collected the notebooks for those who were unable to attend. A suggestion was made that all notes and instructions for each committee be transferred to electronic files for easier access in the future. Some of the committees had already begun this process.

The meeting was adjourned at 7:58 pm.