Jacoby Creek Children’s Education Foundation

**Draft Minutes**

 **Baywood Country Club February 28, 2017**

 **Bayside, CA 95524 Tuesday at 5:30 p.m.**

1. The meeting was called to order at 5:30

**Roll Call:**

**Officers (4 Total as per By-Laws):**

**Voting Officers Present:** Hanh Trieu (President), John Harper (Vice President), Darrell Burlison (Secretary), Jeff Coontz (Treasurer)

**Voting Officers Absent** : none

**Voting Members (2 to 5 Total as per By-Laws):**

**Voting At-Large Members Present**: Maddie Ramos, Elizabeth Savoca-Fogg

**Voting At-Large Members Absent**: Tiffany Always, Nancy Kinziger

**Non Voting Members (No less than 3, but no more than 4):**

**Non Voting Members Present**- Heidi Walsh

**Non Voting Members Absent** – Catherine Girard, Melanie Nannizzi

**Member of the public present**- Katrina Knox, Davita McGoldrick, Susan Wolfe, Lori Varaich

1. January Meeting Minutes Approval-There was motion by Harper and a second to approve by Ramos. Approval was unanimous in favor.
2. Scholarship Update. Ramos stated that the process has started and details are upcoming. No applications have been received yet.
3. Danco Truck. The Danco truck will be available from Thursday to Sunday. It will be used to transport items from the school to the Community Center, and to pick up items from Miller’s Farm on Saturday.
4. Event Timeline- 5:30 check in. 6:30 Dinner. 7:30 Live Auction. Live music following.
5. Dessert/Coffee
	1. Checkin-Colleen will coordinate checkin
	2. Tickets/Assign seating- Davita will be leaving town on the 13th, so we will have updates by then
	3. Decorations-Katrina and Elizabeth will research the cost of Orchids for the tables
	4. Checkout-Jeff will coordinate checkout with Catherine Girard, Lorrie Griffith. Will try for 4 lines-2 credit, 1 cash, 1 check
	5. Live-Darrell and John will continue to finalize the items
	6. Silent-Hanh and Lori will continue to coordinate the items. We will shoot for about 50 silent items.
	7. Basket makers-all available will help
	8. Bar- She will tell us how much cash she needs for change, and Jeff will get that for her (somewhere around $400). We will try to get her two cash drawers as well.
	9. Dessert-Lori will look into desert options from Cash and Carry.
6. Auction Items
	1. Live-We will shoot for no more than 15 items
	2. Silent-We will shoot for about 50 items
7. Recap Alcohol Decisions
	1. Mixed Drinks- Let Angela determine the three options
	2. Prices- $8 for mixed drinks, $4 for beer, $6 for wine
	3. Angelina will purchase the alcohol she thinks we will need, and we will reimburse her. She can return what we don’t use.
	4. Consider asking upper grade parents for wine donations. Need to determine how many tables will get 2 bottles each.
8. Non Agenda Item-Music-Three band members will be paid $160 each for performing. Jeff will prepare checks for them.
9. Next meeting is March 7th at 5:30 at Baywood