

Project Graduation Minutes

October 13, 2021

President: Gladys Hartzell

Treasurer: Kristin Souza

Secretary: Carol Catrini

Expectations of Meeting- Robert's Rules of Order

Call meeting to order at **7:32 PM**

Approve Minutes from 9/28/21 1st: **Lukanya Wilborn**

2nd: **Ann Santaniello**

President's Report:

1. Explain the Boards Role: **We are a non-profit, have to run with a board to help and guide all committees. The first meeting was a "Get to know" who we are.**
2. Procedures of President
 - a. signing contracts, communication with Mrs. Weiner, organizing agenda, bringing items to vote - **one point of contact, so we are not all saying things over and over again**
3. Secretary's Role
 - a. Meeting minutes
 - b. Responding to emails
 - c. Forwarding communication to the correct people
 - d. Update on social media
4. Treasurer's Role:
 - a. Handling all money - **funds coming into account to be documents and funds going out for payments and deposits**
 - b. Handling insurance - **making sure we have a valid policy and that all officers are covered.**

*Note the Board last year were parents that stepped up to make sure the seniors last year had something. We need people to chair and take on extra duties to pull it off for 2021. Remember we are all volunteers. We are here to help the kids.

Secretary Report: Current Number of emails for distribution: 114

FB followers: 245

Need for emails for communication!!

Please share the PGrad email with everyone you know to get the word out.

Treasurer's Report: Current amount in Checking account \$5542.60

GFM- \$241

Goal: \$20,022

*Received money from the Stop & Shop rewards program and a refund on insurance.

Fundraising Chair: Kailani Gadlin

Flocking: Sonia Konopka with Ann Santaniello & Micky Latina

Auction: Luykana Wilborn and Sarah Steurewald - mhsauction21@gmail.com

Mondo Give Back Night: Carol Catrini

Evening of Elegance: Apryl DesJardins and Gladys Hartzell

*Apryl stated: every student gets an invitation, unfortunately there is a max count per the Wadsworth Mansion. Suggested getting a larger venue, though there would be more cost. This event costs about 5K, which profits about 3K. Rental fee with Mayor discount is 1500 and food 3K. Expenses were lower in the past, but have gone up year over year. Sandy Alderi has taken photos before and created a package for parents. Felica asked "how can all kids attend?" History has shown that it has never been sold out. Can look into renting tents if Marco Gaylord would be game to use at the Mansion per Kirstin.

Discussion of Chairs Needed ASAP:

Clothing Drive:

Butter Braids:

Celebration Bags: Tanya Ciarleglio/Vanessa Crowely/Jessica Walden

Corporate Sponsorship:

Project Grad was created to give kids a Safe Graduation night. Previously held at the school in years past. This is an overnight event typically, but due to COVID we were not able to do so in 2021. This is a night to stop kids from drinking and driving. The time was from 10pm-5am. Kids arrive between 10-11pm and typically leave about 5 am. Ann S is going to talk to Wesleyan to see if we could host it there as they had done many years ago. Apparently something happened years ago and thats why it was stopped at Wesleyan. Additional comment was made that the underclassmen do not know what Project Grad is all about.

Safe Grad Night: Co-chairs Needed for:

Food _____

Prizes _____

Swag Bag _____

Entertainment _____

Sound Spectrum used in the past.

Decorations _____

Voting Topics:

1. Flocking - approved by the group on the call to spend the \$79 for Turkey flocking
2. Auction - approved for 12/4
3. Mondo Give Back

Open Forum:

Interested in helping- please email us- Subject line: which committee you would like to participate in.

Please try and get other parents involved, all ages. The celebration bags were loved by the kids in 2021.

Adjourn: 8:46pm