



**Klein APE Class of 2018
General Session
Meeting Minutes- “Virtual Meeting Minutes Recorded”
Thursday, December 14, 2017**

Minutes- email sent to Parent email addresses on December 15, 2017

- I. Welcome 6:30 p.m.
- II. President Report- Amy Shank and Cary Johnson
 - a. Thank you to all of you for your help with poinsettia distribution on December 2nd.
 - i. All went very smoothly and all delivered within a day or two if not picked up by the student.
 - ii. Picture of students with trailer will be framed and sent to Kelly and Dane Ray as our thank you for use of their trailer.
 - iii. Friday is the deadline for T-shirt ideas submissions. We will vote for them at the January executive board meeting and present them to all of you January parent Meeting.
 - iv. 2018 Meeting dates will be sent to all email addresses and posted on all medias.
- III. Secretary Report – Jennifer Wall
 - a. November 30th , 2017 General Session Meeting Minutes Approved
- IV. Treasurer Report- Will Johnson
 - a. Approximately \$9,500 in APE account
 - b. School account \$6,000
- V. VP of Fundraiser Report- Kevin Reynolds
 - a. Chick-Fil-A Lunch sales
 - i. First sale of 2018 is January 12th
 - ii. Mary Kappel is our Chair and will take over advertising and administrative duties for a successful fundraiser.
 - b. Spirit Night
 - i. Spirit Nights! – Fuddruckers and Tacos to go are doing well but help us in the advertising and getting the word out
 - ii. Thank you to Amber Legarde and Missy Cassel for leading these events! We appreciate you both!
 - c. Poinsettia Fundraiser
 - i. Fundraiser complete and profit was about 50% \$8000
 - ii. Thank you again to Kelly and Dane Ray for the use of their trailer. The board is getting a thank you to them soon.
 - d. Adult Fundraiser - Country and Western Concert and Silent Auction Night
 - i. March 24th Saturday is date voted on with March 23rd Friday as back-up if not available
 - ii. The attendance Goal is 200-300

- iii. District 249 is agreed venue to eliminate the \$4000 plus venue rental fee at other locations researched
- iv. Negotiations will begin for the food trucks attending and receiving a portion above the amount paid for a dinner provided within ticket purchase. This donation will be on non-ticket holders buying food
- v. Wristbands will be used for attendance- process determined at a later date
- vi. Silent Auction will be done- see chair positions below
 1. Need help with items for Auction. Think outside of the box. Need large ticket items.
Private dinners, lake houses, donate cars
- vii. Venue will upcharge .25 to .50 on each drink and give us those proceeds as a donation to Klein APE.
- viii. Entertainment cost is about \$1500 will be determined and booked by Kevin Reynolds.
- ix. Ticket price and packages discussed but will be finalized after Friday final meeting for detail confirmation and booked venue
- x. Lining up the acts. Julia Cole, graduate of KHS possibly but finalized by Kevin Reynolds
- xi. Need Lots of volunteers to make this successful and overall participation- Goals is \$25-30k
- xii. Chair positions needed- please let Kevin Reynolds know you want to take one of these positions:
 1. Corporate Sales Chair
 - a. They will reach out to corporations for ticket sales and donations for silent auction
 2. Food Truck Chair
 - a. Negotiate food details for event
 - b. Negotiate donation proceeds for non ticketed sales of the night
 - c. Run this part of the event that night
 3. Silent Auction Chair
 - a. Coordinate receiving and getting items donated
 - b. Create all correspondence to run smoothly such as bid numbers, bidding sheets and bid closeout sheets with payments
 - c. Market the event and log all items received and coordinate baskets
 - d. Set up and take down at the event
 4. Ticket Sales Chair
 - a. Coordinate selling the tickets at school events to parents
 - b. Creating procedure and purchasing wristbands
 - c. Creating your volunteer committee for the night of the event and training them in the procedures created for admittance
 - d. Create the actual tickets sold and sign out tickets for parents/students to sell
 5. Advertising/Promotional Chair- working with VP Melissa Wall
 - a. Create advertising Materials and work with Melissa Wall on getting information to the public
 - b. Use all resources including neighborhood newsletters, marquees, posters, flyers etc to get information out on a timely basis

- VI. VP of Entertainment Report- Kathleen Houser
 - a. Games- nothing additional to report
 - b. Prizes
 - i. Request made to all parents to ask businesses that you frequent often for gift cards. It is a goal of the APE board that all Klein Seniors attending APE would walk away with a prize valued \$50-\$100 but our purchase price is \$20-\$30. Kathleen will get with Kelly and discuss.
 - ii. Look at deal of the day. There are some great deals that would make excellent prizes for seniors.
 - iii. End of the year deals coming up and please purchase a few gifts or GC to donate to Klein APE
 - c. Entertainment
 - i. Kathleen will get a hold of Ben Jackson- Magician- friend of Winnie Muery on pricing and availability

- VII. VP of Venue Report- Sue Weatherton
 - a. Decoration Chair- Allie Kretsinger needs more members of her committee.
MARK your calendar- First meeting is Tuesday, January 2nd 6:30-7:30 at Allie House- 6306 Singing Creek Lane in Spring Creek Oaks Subdivision.

- VIII. VP of Support Report- Rick Anderson- nothing additional to report

- IX. VP of Communications- Melissa Wall
 - a. Continue to review the social media sites for updates
 - b. Take time to explore the website

- X. New Business-
 - a. Next Meeting- 2018 Meeting dates will be sent out after finalized and posted on all social medias etc
 - b. This virtual meeting December 14, 2017 will be recorded and attendance counted for each parent email we have in our database.
 - c. Any additional questions or corrections please submit to Marth Hahn's email address that was used to send these meeting to you.

- XI. Adjournment 7:30p.m.