

MEETING MINUTES

RICHLAND ELEMENTARY F.O.R. Club Halloween Carnival planning Meeting

Date: September 23, 2019

Location: Room 20

Meeting Called to Order By: Lena Meum

Time: 6:00 pm

Executive Board Attendees: Lena Meum; President, Chelsea Walker; First Vice President, Juana Lupercio; Second Vice President, Breena Hope; Recording Secretary, Heid Slack; Corresponding Secretary, Angela Brown; Treasurer

Committee Attendees: Jenny Ryzrbck, Chelsea Stollmeyer

Minutes: No minutes presented, read or approved.

Introductions

Chelsea: Booth Assignment

	Booth	Teacher
1	Angry Birds Slingshot	Barrios
2	Pumpkin Toss	Wiersma
3	Potty Toss	Clay
4	Cat Tail Ring Toss	Menchaca
5	Bottle Ring Toss	Ocampo
6	Captain Hook Toss	Strommen
7	Dino Dig/Duck Pond	Griffin

8	Ping Pong Fish	McGinnis
9	Tip the Tombstone	Brancato
10	Basketball	Flodine
11	Skee-ball	Klimas
12	Golf	Bieraugel
13	Punchboard	Stevens
14	Lolli-Pop Tree	Carlson
15	Dunk Tank	Blackwell
16	Plant Walk	Faulkner
17	Cake Walk	Alpert
18	Obstacle Course	Sochowski
19	Inflatable Slide	Nash
20	Mining for Candy	Cecena
		Zimmer Hanyak Vermilyea
21	Concession Stand	Bucaroff
22	Prize Redemption	Joyce

- Tombstone isn't finished. Lollipop tree is half way done. Bottle ring toss is not finished
- Room parent packets are online and emailed to all the room parents.
- Per Randi: there are a lot of toys left over for punchboard. Not sure exactly. We need to do inventory.
- 1000 star tickets would suffice.
- \$1 tickets only for games and activities and 4th grade concession. Food vendors will take cash and card.

PUBLICITY

- Heidi has been emailing schools to see if there is conflict. A lot of them have Halloween events at the same time but maybe some would be will to share info.
- Fliers from Aloha are ordered and should be done by the end of the week.
- An Event Brite for Haunted House and Carnival. Set up a Next Door event, posted on

Neighbor app and Hula Frog.

- Facebook events are set up.

Fliers:

- Will be finalized by the end of the week and will go home with every student.
- Asks for physical boards. Jamba Juice, Blue Mug, i.e.
- Fliers to be done by the end of this week.

FINANCIALS

- We have sold 6 Golf Balls
- \$50 deposit on DJ was put down.
- We aren't going to have food trucks take tickets. We offered them a space rental fee instead of doing a percentage, except Kona ice and Chikfila and Rush Coffee as we have a working relationship with them.
- Food vendor who is coming Friday and Saturday we charged \$300.

PERMITS:

- City and special event permits will be submitted this week.

GOLF BALL DROP:

- Golf Ball purchases available online
- Firemen will be at the October 11th flag salute to promote golf ball drop and we will be selling balls there as well. They will possibly be available to take our 60th picture
- Mr Nash has a drone to take picture if needed.
- Get a blurb to Julie about online purchases

RAFFLE:

- Gathering prizes right now.
- Stand Alone Prizes: 4 Disney tickets. Bikes: softball: 1 entry to the golf tournament. Picaboo

gift certificates: 2 \$50 Emerald Isle Golf passes,

- Each student will be given 20 tickets to take home and purchase accompanied with a flier.
- We need volunteers to stuff the raffle tickets into envelopes. Needs to be done by next Monday.
- Goal is to have about 100 prizes with what committee is securing and what classes are donating.

FACE PAINTING

- Last year we made 95 tickets because line was so long so we need help to get the line moving faster. Maybe we could have something else, like hand print characatures.
- Chelsea to ask Joes employer: who does charactatures.
- Kiko had a long line too so maybe we could ask her to bring a helper

CAKE WALK

- Cute Cakes and Albertsons will be donating cakes.
- Renea will be doing 24 cakes: Another parent offers 2 baklavas.
- Blurb to Julie to get into blast. Post on FB
- They are dropped off from 3:10 - 7 on Friday or Saturday morning before 9.
- Board will be voting on the cakes at 10: 3 winners for kids 1st, 2nd and 3rd for grown ups. Prize for Kids: SS certificate for kids. Prize for adults needs to be figured out. Parent offers that maybe we could take winners from adult cakes and have a silent auction instead of including it in the walk.
- Take pictures of all the cakes before the plant walk begins.

PLANT WALK

- Room Parent offers to donate 20 house plants.
- Cuttings would work from succulents.
- About 72 plants will be needed.
- Brena will becontacting El Plantio.
- Chelsea received an offer for 20 donations.

CONCESSIONS:

- Temporary permit for selling food longer than 4 hours. To avoid the permit we will start selling food from 11-3. Food trucks will be ok because they all have their own permits.
- Parents offers that her mom is coming and has done catering for years. Other parent has food handlers card (As well as her husband) and catering dishes and would love to help the day of.
- Stand will run 11-3.
- 4 classes in 4th grade: 3 canopies. The board will provide 4th grade room parents with the items being sold. Will be run like a concession stand and all 4th grade classes can assist in serving it all.
- Discussion that 4th graders donate those snacks instead of donations.
- We will not be able to BBQ so we will steam hot dogs.
- Discussion: Chili pepperbilly: open a bag of Fritos and pour chili on it. If we do chili, we could do chili dogs. Price: hot dog 2 tickets: 1 ticket for every add on. Call Frito lay for donations. Nachos, chili, Fritos, pizza. Station pizza has giant pizzas.
- Sodas and water to be at concession. If we don't start selling until 11, waters will be available for donation until then.

DAY OF LOGISTICS:

- Trash cans: parent works for EDCO and could possibly get us those.
- Will beginning set up at 7am. However, some will be there at 6.
- A room parent asks what FOR Club will provide for their booths: the game and a table or chair, depending on the booth, which will mark their spots. There will be booth information/ instructions taped to them.
- FOR Club table: will be selling gear, golf balls and yearbook.
- Silver graphics will be at the preschool booth with examples of items.
- Tear down: pretty much takes care of itself. Julie is offering 2 hours for every 1 hour for AVID

kids to stay and help tear down.

- Heidi asks to see all the sign up genius' so that she can get a better idea of the volunteers needed at each booth.

VENDORS:

- 9 confirmed vendors.
- This year we will do them along grass food will make an L.
- Boy Scouts will be there with the derby and washer toss.

ROUNDTABLE:

Dump Bucket: Put a sign up in staff lounge so teachers can sign up for the dunk Bucket. It would be nice to have close to the DJ so that it is easy to announce. Have someone on every 1/2 hour; open up to every staff. Dump a Dad: open it up for an hour.

Question about baskets. Feel free to donate anything, not just on the suggested list. There will be a basket stuffing party the week before carnival in Room. Gift cards not to be turned into office. Wrapped box for gift cards to go into in the office.

Old Business

- Food vendors not to accept tickets.

New Business

- Board to Discuss prize for Adult Cake Walk winners.
- Board to develop Silent Auction plans for Adult Cake Walk winners
- Board to discuss changing 4th grade donations to concession stand donations.
- Board to finalize items for concession stand.

Action Items

- Finish Lollipop Tree, Tombstone and Bottle Ring Toss (Chelsea S.)
- Do Inventory for Punchboard (Board)

- Post Carnival Fliers on physical boards (Board)
- Submit event permits (Lena)
- Contact Mr. Nash about his drone to take 60th Picture if firemen can't do it (Breena)
- Get a blurb to Julie to include in eBlast regarding online purchases for Golf Ball Drop (Breena)
- Double check with Fire Department if they can take picture. (Breena)
- Check with Mr. Nash to have drone as a backup (Breena)
- Stuff raffle tickets (Board/Volunteers)
- Find another face painter (Board)
- Speak with Joe's employer about possibly doing caricatures (Chelsea Stollmeyer)
- Speak with Kiko about bring someone to help with balloons. (Lena)
- Get blurb to Julie about Cake Walk to include on eBlast (lena)
- schedule FB post regarding Cake Walk (Heidi)
- Generate Student Store gift certificates for students for prizes from the Cake Walk (Chelsea)
- Take pictures of cakes after they have been voted on and before the cake walk begins (Jen)
- Connect with room parent who offered to donate house plants for cake walk (Juana)
- Connect with Asmita about succulent cuttings for Plant Walk (Juana)
- Contact El Plantio (Breena)
- Connect with Donation for 20 plants (Chelsea)
- If we do fritos, call Frito Lay for donations (Lena)
- Contact Mr. Huerto about EDCO donating trash cans (Breena/Lena)
- Email Heidi with sign up genius' for more manageable volunteer coverage (Room Parents)
- Prepare a box for the office for parents to place class donations in (Board)

Meeting Adjournment: 7:03 pm

Minutes Compiled by: Breena Hope

