



**Executive Board Meeting Minutes
February 6, 2024**

Attendees: Byron Bebee, Tabitha Beebe, Sarah Dean, Renae Ross, Mitra Bennett, Yvette Sanchez, Melissa Murray, John Gavel, Emma Kalmbach, Brenda Riser, Sophia Riser

1. **Call to Order:** Byron Beebe called the meeting to order at 5:15pm
2. **Welcome & Introductions:** Byron welcomed everyone and thanked them for coming.
3. **Determination of Quorum:** Quorum was met with 10 members present.
4. **Reading and Approval of the Minutes:** The minutes were unanimously APPROVED as submitted.
Mitra – motion / Sarah – second
5. **Treasurer’s Report:** Sarah reported that we have \$1,403.45 to deposit. The new checking account balance will be \$32,398.02. The cash box will be reconciled soon.
6. **President’s Report:** Byron reported that we have \$21,500 budgeted to close the year. We have over \$31,500 between checking and savings so we may be able to donate \$10,000 back to the school at the end of the year.
7. **Old Business:**
 - a. **Phling Planning:** The venue is all set up, we are working to maximize space issues. The menu is set. Dr C is on board to provide entertainment: the jazz band will play for an hour, singers will perform pieces from the era for about 20 minutes, and then we will provide background music via Sarah’s Spotify account. We will rent a stage from the venue so we don’t have to move ours and we will use UHS sound equipment. Byron is applying for the liquor license so he will be the designated lead and then we can use volunteers for bartenders. Ins will be about \$60 for a two-million-dollar policy. Tickets have been advertised on social media, in Ms. Hickman’s emails, Byron’s emails, Yvette’s Reminds, and Byron and Tabitha handed out invites at the pick-up line after school. We currently have sold 48 seats and one teacher seat; this includes two sponsorship tables. Early Bird Ticket sales end Sunday the 11th @ 8pm. The committee discussed dress for the event: some attendees may want to dress up but others may not, we want everyone to feel welcome however they are dressed. Sarah will add a contact phone number at the beginning of the purchase process so people know who to contact if they have questions. Decorations and backdrop are done. Programs will be black with gold ribbon. Renae reported that we have 9 items for Live Auction so far and 5 easels from the dungeon. Melissa reported that we currently have \$7,915 worth of merchandise for the Silent Auction. She will have a list of needed items for the general meeting. She will have basket descriptions ready for Sarah at the end of basket making day. Mitra reported that advertising will go out after Early Bird Ticket sales close. She currently has 22 of the 40 desserts she asked for. Her biggest needs are for cakes and tarts and she has serving supplies for each table. Brenda proposed a “Cause Auction” and the committee discussed it at length. The committee will make a decision on this by the 18th, end of day. Byron mentioned there will not be a raffle this year. We might have a 90/10 Raffle at future events with 90 going to the organization and 10 going to the winner. Volunteers are still needed for basket making, 2 bartenders, and 5 checkout people.
8. **Board Adjournment:** Motion to adjourn ALL APPROVED
Mitra - motion / Sarah - second
The meeting adjourned at 6:17pm