

June 27, 2016

In Attendance: Michael Suit, President; Brittany Grim, Executive Director; Sarina Baptista, Kelby Siegfried, Treasurer; Kyla Suit; Sean McCarthy; Emily Moreno Lundsford; DaLisha Garling; Tonya Bennett; Marie Dame; Zia Ziebell

Meeting for Harrington Arts Alliance Gala:

Gala will be held on Saturday, September 24, 2016 at **6:30pm** at the Fountains of Loveland at LaQuinta. Venue seats over 200. Goal is 150 attendees

Discussions:

Decisions from Board Meeting on 6/23/16 regarding Gala:

Registration: We will not have live auction so we do not need to take credit card info, just mark them as there and give them a drink ticket. This will save a lot of time getting guests through the registration line.

We will not have a 50/50 raffle as this requires a license and number of years as a nonprofit

Auction for Anti-Bullying assembly. We will sell tickets to award the school with the most tickets with a free anti-bullying assembly. Containers will have school name. Guests will purchase tickets and place them in the container for the school they want to win the assembly. Performers will go around to tables to sell tickets

Child care: WILL be included in ticket for two kids, additional charge of \$5 per child. Guests can drop their children off at Harrington. Children **must** be pre-registered.

Ticket price: **\$65 to include a drink.**

Brandon Harrington will not be in attendance but will create a video to be played and Wyatt Suit will perform part of the Anti-bullying assembly for gala guests

Cannot offer discount on purchasing a full table, but we can offer extra tickets for the assembly auction.

Board will finalize the sponsorship/donation packet and send link to committee.

Board will also create email/Facebook/LinkedIn posts to copy asking for donations/sponsorship.

Board will finalize spreadsheet to record all donation/sponsorship requests so we do not approach the same businesses.

Board will create letter to be mailed to 100 local businesses. Follow-up with the businesses will be required so any help with making calls/going in to businesses would be appreciated when the time comes.

Board will create a Facebook event and invite all of the committee members to attend so the event can be shared.

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Kyla: How will we notify the schools about the gala? Brittany responded the counselors for Thompson School district are invited to attend a special day at HAA in August where Brandon will be performing the anti-bullying assembly, and Brittany will talk to them at that time about the opportunity to win an assembly for their school at the Gala.

Dalisha: Will we be notifying the charter schools? Brittany will add them to the list of those contacted.

Sean: Suggested we add 501(c)3 information on sponsorship packet.

Brittany: Please be on the lookout for a guest speaker for the gala. Temple Grandin was suggested. The total time would be 15 – 20 minutes for the speaker. Sean asked if the state patrol has canine and handler speakers. Gary Eyer's name was mentioned as a possibility.

Mike: When do we need the final count of tables to LaQuinta? Brittany responded we need it two weeks prior to the event.

Marie: Which do we concentrate on first – sponsorship or donated item? Sponsorship first as that is cash in hand.

Sean: Suggested using the opener similar to this when talking with others about the gala, "Do you care about kids' mental health? Have you heard of HAA? I know I can count on you for your support."

Sean: Suggested a "Save the Date" for the Reporter Herald and then follow up with press release when we get the proclamation done.

Our goal for Gala: \$50K

Sean: suggested we change the sponsorship benefits for the \$2,000 level. New sponsorship packet will reflect this.

Sean: suggested slideshow of pictures and video to play during gala. Brittany will work on putting this together.

Flyers, rack cards with early sponsors on poster can be used as an incentive to get sponsors.

Emily: Suggested adding logo of higher level sponsors to show programs. Also suggested creating a Gala shirt with logos.

Sean: Suggested we add who the potential attendees are for the Gala to entice sponsors.

We are so grateful for your participation! The documents from the board should be completed early next week so we can all get rolling!

Next Meeting: TBD