

Friends Meeting
April 7th, 2016 5:30 PM

Attendees:

Name	Phone	Email
Larissa Richardson	732-853-2155	Lrichardson197505@yahoo.com
Chensy Minier	201-995-3965	Chensyminier@gmail.com
Susan Jackson	973-405-4797	susan.jackson@greaterbrunswick.org
Choka Yogalingam		choka.yogalingam@greaterbrunswick.org
Anju Thomas	732-672-4906	anju.thomas@greaterbrunswick.org
Dianna Hess Schmitt	732-846-0003	dianna.hessschmitt@greaterbrunswick.org
Duha Magzunb *		duha.magzunb@gmail.com
Melody Yuan *		meolodyuan.1211@gmail.com

*Two Rutgers students attended in order to administer a survey about health and Ciclovía, as previously communicated and agreed to.

COMMUNICATION

Emails and phone calls need to go out regarding meetings and meeting dates for Friends. Reminders are always helpful! Chensy will get this going.

Facebook, school calendar, and our school website already contain the meeting schedule and reminders.

GARAGE SALE

Larissa has commitments for 26 tables; there were 28 in total last year. She is considering advertising through papers for \$44. It is already out there on Facebook and garage sale websites.

Flyers have gone out, more flyers will go out.

\$15 per table.

Larissa will buy water, getting money from Michelle. She is considering having the 8th graders sell the water at the event for a fundraiser.

WALK-A-THON

Money:

- Several checks and cash were delivered to Dianna for recording and delivery to our treasurer Michelle, covering Walk-a-Thon sponsorship and Yard Sale table payments.
- Spreadsheet will be distributed accordingly.
- Anju emphasized that donation confirmation letters must go out to the involved Walk-a-Thon donating parties, and that Ana Perez has a copy of the template confirmation letter. Sponsors will get T-shirts.

- Larissa let us know that she made arrangements with Donna for acceptance of all subsequent Walk-a-Thon sponsor checks (as well as Yard Sale checks?). Donna will then give them to Michelle.
- Susan will manage the student money and forms that come in.
- Anju wrote a sponsor request letter, will email to us to use to collect corporate/etc. sponsorships.
- We will all reach out to possible business or family sponsorships.

Communication/Paperwork/T-Shirts:

- Choka and Susan will be added to the ptogroup distribution list.
- Dianna will update the teacher instructions and send out for distribution with sponsorship letters on Monday.
- Dianna will contact Michelle re who paid and who never paid last year, the previous years, which T-shirt company was used, shirt cost, and counts. Info will go to Chensy for her investigations.
- Dianna will review the past T-shirt back for sponsor names to send to Chensy.
- Dianna will check with Diana S, regarding her possible involvement with the shirt graphic work, or if she knows anybody that can do the work.
- Dianna will talk to Vanessa re hanging the walk-a-thon T-shirts and Pep-Rally timing and organization, maybe with the whole school Yearbook picture?
- Dianna will check with Lisa P. re fruit donations for Walk-a-Thon.
- Dianna will bring in envelopes for teachers to collect sponsorship monies.
- Larissa will check with Vanessa re use of locking ballot box to collect monies and associated key issues.
- Chensy will reach out to graphic artists to combine the 2 chosen designs, shirt vendor contacts, and will research T-shirt companies (one was a previous sponsor).
- Susan will ask Ana about a parent graphic artist.
- Larissa will talk to Ana about phone blasts for sponsorships.

"Day of" issues:

- Location, transportation and set up of banners, tables, "tents", chairs.
- Possible transporters: Anju, Larissa, George, Michelle, Trish?
- Vanessa is the St Peter's connection.
- Anju will contact Tilly, George W, and Chris C for food donations and warm up support.
- Chensy will talk to Ana re Foodtown food and money donations.
- It was decided to forego facepainting this year.

Next Meeting Dates: **April 14th and 28th**, at 5:30 PM

Respectfully submitted,
Dianna