



## Geneva ABC Agenda

### August 21, 2019 meeting

#### Agenda items:

1. Call to order
2. Accept the minutes from the last meeting
3. Correspondence
4. Financial report
  - a. Update on financial balance
  - b. Start developing yearly budget
  - c. Online donations now active
  - d. Reimbursements for small ticket items
5. Fundraising
  - a. Gift basket fundraiser
    - i. Verify status of getting a table at Spire with Tiffanee Warner
    - ii. Determine who will sit the table for the opening football game on 9/6. Get these names to Tiffanee Warner (via text) so she can add them to the list of people that get in for free
    - iii. Have General Information and Donation Information tri-folds ready for the game
    - iv. Have table skirt ready to go
    - v. Determine who will handle the details for the gift basket raffle, i.e. bring tickets, create signage explaining raffle, coordinate with PA announcer on announcing the winner, etc.
    - vi. Status of obtaining additional gift baskets for the booster table at the football games
    - vii. Start to plan for 2nd home football game on 9/13.
      1. Game dates according to GenevaEagles.com are: 9/6, 9/13, 9/20, 10/4, 10/18

viii. Other

6. Geneva ABC By-Laws
  - a. Discuss status of reviewing By-Laws
7. Freshman Orientation
  - a. Review
8. GMS Open House
  - a. Review
9. Continue to develop the timeline of events for the 2019-2020 School Year
  - a. Freshman Orientation - August 13th at 10 AM at GHS - done
  - b. GMS Open House - August 14th & 15th at 6 PM - done
  - c. September 6th at 5:30 PM - GHS home football game at Spire. There are 5 home football games in total, running from 9/6/19 through 10/18/19
  - d. Lamps and Pins award ceremony - mid September - need to work with GHS to determine an exact date and time.
  - e. Teacher appreciation luncheon - early November do we want to do this during the parent / teacher conferences or as a separate luncheon as they have in the past?
  - f. April - Adult Spelling Bee - need to start to line up get sponsors and teams well prior to April
  - g. Mid May - Scholarship Awards Banquet - Top 10 awards, Spirit of Geneva, Outstanding Writing awards
  - h. End of May - Graduation Ceremony Practice - Lamps and Pins for seniors
10. Action item(s)
  - a. Continue to prepare for the Fall Gift Basket fundraiser
  - b. Create a list of possible guest speakers for the Lamps and Pins ceremony and being to narrow down our selection so we can reach out to him/her. Discuss who the guest speaker should be for the Lamps and Pins award ceremony.
  - c. Start planning on going to local businesses to solicit donations in general or specifically for the teams for the Adult Spelling Bee.
  - d. Approval to order additional Pin awards as needed.
11. Other

**Next meeting:**

- Scheduled for September 18th at 5:30 PM at GHS