**Gala Meetings minutes March 9**.

-7:22pm: call to order.

-Attendees:

Cindy Danbom, Corine Petit, Magda Boulais, Armando Cicero-Lopez, Amelie Dupont, Ben Daoudi, Pascale Schmidt.

-Catering:

We are doing sit down dinner this year.

Cindy contacted Amy Devries ( whom we used last year). Amy's proposal is for 5 passed appetizers ( during the silent auction) , one plated salad, a chicken entree, vegetarian entree, a dessert buffet and coffee/tea. her proposal is very reasonably priced . Caterer internal to the Alameda ball room is ok with us using an outsider.

In addition we want to add extra dessert via sponsorship.

Beverages:

Herve bruckert is going to donate enough wine for consumption that night ( red, wine and sparkling wine). We will need to come up with non-alcoholic beverages as well.

\*\*action item: Cindy to finalize caterers quotes. calculate how much wine we need from Herve. Pascale to contact Chantal Guillon ( macarons maker in SF) and put her in contact with Cindy.Corinne to contact lArtisan Macaron et Les Calissons.\*\*

-Decor:

Cindy, Day, Madga and Fred still need to get together to come up with decorations. Madga can do 80 pendants in the shape of a hot air ballon ( small scale).

Cindy proposes a key as a token/party favor .

The decor team will also come up with a special gift bag for the VIP tables.

\*\*action item for the decor team: get decorations/props and VIP gift bags\*\*

-Ticket sales/Event Brite Page:

Pricing will be as follows:

Individual tickets:

$75 for Early birds - Now until April 18

$85 for regular - April 19 to May 14

$95 at the door - On the day of event

VIP tables ( 8 people per table)

$1000 per table for Early birds - Now until April 18

$1200 pertable for regular - April 19 to May 14

Note: VIP tables are not for sale at the Door.

\*\*action item: Alexis to update the event brite page according to the above prices. Mathilde to send the official invitations \*\*

-Tables

We think 20 tables + 2 to 3 for overage

-Marketing:

Ready to make posters. Cindy called a few stores and is getting more quotes. 250 double sided ( 11X17)for $300.

Do we want postcards? (1000 for $150).

\*\*action items: Cindy to send budget outlin to Amelie. Mathilde to advertise the event on the Facebook page. Mathilde to create a tab on the school website soly dedicated to the gala with all relevant information.\*\*

-Donations:

90 donations requests were sent outso far. 35 Donors have committed to make a donation. 10 donations have been actually been received.

Deadline to received donations is April 22. Donation requests need to go via the official gala email and need to be done with the official paperwork so they need to be funneled via Pascale. This is in order to remain organized and to accuratley track all donations.

Each class is going to create a piece of art to be auctioned at the gala. The asrt committee led by Jean is in contact and in action with the teachers.

Teachers are donating " teacher Led Exprience" activities will be auctioned as well, such as " Picnic Fun in Tilden Park with Madame Pauline".

 Pascale has asked her team from the regular fundraising committee to help with finalizing this.

\*\*Action item: contact all of the potential donors again to:

 a) commit to donate for those who have not replied.

 b) for the 35 donors who have already committed. to remind them to send the paperwork and the actual donationon time. if they donation is to be picked up they need to let us know as this will require some logistics.

Pascale needs about 5 volunteers for this task to start Monday March 21.\*\*

-Sponsors:

Amelie is getting help from Lauren.

\*\*Action item for Amelie and Lauren: to gather more large sponsors. To follow up on The potential sponsorsgip with Lexus Dearlership/Ben\*\*

-Entertainment:

Bistro moustache does not seem to be the right fit.

Wobbly world is another band recommended andthey are also available.

Duo Gadjo is a better fit is available for $400 for one hour.

We would also need to hire a DJ as well. this DJ needs to be able to provide with a blend of world Beat which would includes for dancable francophone music and some mainstream music as well. A live band will need to provide their own PA/audio sound system as the venue does not have such equipement. Reminder: the venue manager, Linda specified that the max allowed is 75 Decibels.

Simmi did not get a chance to check with her father ( Jazz singer).

\*\*Action item for Mathilde:to select a band and a DJ\*\*

-YuMing Gala Debrief:

What we have learned while volunteering:

We need enough space (more than last year) for the check-in and check out process). They have 5 computers, one printer, WIFI. 5 people on the computer were ready to take CC info. When people bought their tix online they were auctomacitally assigned a reference number. That number was used to check them. That number was also their bidder number ( atthe back of the program that number was printed in a large font= program was used as bidding paddle).

Placing a couple of countdown clocks on the silent auction tables is a good tool to keep the bodders"in check".

System used by Yuming: ReadySetAuction.all centralized. will tally of the totals by the end of hte night.

other System to review: Bidding for Good.

\*\*Action item for Amelie/Gala Financial offcer: to review and adopt a system\*\*

-Auction:

Armando will lead the Heads and Tails game ( 5 minutes), The fund a Need ( to pay for the 5 interns/teaching assistants coming next year) andthe live auction half way into the dinner. We may want to do a dessert auction and /or a raffle as well.

\*\*Action item for Armando: hire an assistant\*\*

**Our next neeting is wednesday March 23 at 7pm.**