

Comstock Park Educational Foundation

Silent Auction Committee Minutes

October 23, 2009

Members Present: Ethan Ebenstein, Missi McPherson, and Denise Clement

- 1) We discussed promotional ideas including;
  - a. Missi will organize a Skyward blast with the flyer and details of the event on the following Mondays: 11/2, 11/16 and 11/23
  - b. Denise will forward information to CP Connections on the following Fridays; 11/6, 11/13, 11/20 and 11/27
  - c. Denise will contact John Gonzalez at the GR Press for options via the Press and on his radio spot on WLHT
  - d. Denise will contact the Advance to see what the possibilities and costs are for an ad
  - e. Missi is creating table tents and flyers to distribute throughout the community
  - f. Missi is creating handouts for our booth at the upcoming 11/14/09 craft show as well as flyers to post on all the doors to the high school on that day
  - g. We will ask Harold to post information on the website as well as Facebook
  - h. We will ask that the elementary schools include information in their November newsletters.
- 2) We discussed entertainment and featured CP student art from the elementary programs:
  - a. Missi was to contact the art teachers to solicit interest of featuring student art on the walls/windows as well as table decorations...another nice venue to feature their art!
  - b. We will encourage parents to come to the event to see their children's art and after the event concludes, they may take their art home with them.
  - c. Denise was to contact Kevin Foley, choir director, to see if we can arrange some singing Christmas carolers.
- 3) We discussed set-up and dinner:
  - a. Ethan was to check with Food Services to find out if we needed a CP staff member on site during the cooking
  - b. We confirmed with Nancy Dahl that after lunch on Tuesday, no one is scheduled in the cafeteria. We will see if we can set up the café, set up tables and electrical and display the student art later on Tuesday, November 24<sup>th</sup>. Set up could begin as early as 2 pm. This will be confirmed later.
  - c. Denise is to confirm with Olive Garden regarding a donation of salad and bread sticks.

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- d. Denise is to go to the Dollar Store for table coverings and check out brownies at either GFS or Sam's Club. Beverages will include; fruit punch (Missi already has the supply), coffee and water.
- 4) We discussed creating a competition for the best looking trees:
  - a. All those in attendance will receive a voting card to vote for their 3 most favorite trees. The top 3 voted trees/companies will be honored with a ribbon and framed picture and award certificate.
- 5) We reviewed the list of confirmed companies who have registered to decorate a tree.
  - a. Denise and Julie will solicit local companies on Monday, 10/26/09 and distribute trees.
- 6) At this time, we have 24 Christmas trees purchased and ready for distribution.
  - a. Ethan offered to go to the Muskegon Wal-Mart on Saturday to purchase 6 more trees. (Denise has cleaned out all 3 Grand Rapids based Wal-Mart stores already!)
- 7) Denise will create instruction sheets to be taped to the Christmas tree box outlining drop off deadlines, theme ideas and the friendly competition for the top 3 award winning trees.