

Comstock Park Educational Foundation
Meeting Minutes
December 6, 2010

Financial Update:

- Approximate profit margin for the recent Holiday Tree Silent Auction event is \$2000
- The Panther 5K Run event profits were \$1650. This amount will be evenly split with the CP Track and Cross Country teams. We need to look to increase corporate sponsorships for next year's event.
- The First Annual Jeff and Nancy Hoag \$250 Incentive Grant Award winners are the staff of North Kent High School. Denise will make the presentation at their upcoming staff meeting next week.
- Incentive Awards have been given as follows: \$50 each to the CPHS, MCMS and Elementary Art Programs and to the Elementary Music program for their participation in the Holiday Tree Silent Auction event.

Wrap-up discussion and lessons learned from the Holiday Tree Silent Auction:

- We need to pre-cook the pasta in the afternoon
- We need to thaw the pasta sauce a day before the event
- Set up and start cooking at 1 pm
- Set up theatre seating in front of the music risers for parents/family members to sit instead of standing in front of the performing students
- Invite a specified group of students to perform (not as many groups and longer performance time)
- Remove the music risers after the performance
- Staff the event with a custodian to assist with any cleaning needs
- Set all the tables for 8 vs 6 people
- Instruct all bidders to print their names on the bid sheets
- Maximum number of trees for each event should be capped at 44
- Need to position someone at the door to the kitchen to collect tickets for dinner
- Split the food line and have 2 serving lines
- Needed more breadsticks
- Needed more kitchen towels and washcloths

CPEF 25 Year Celebration Gala:

- We are booked for February 19, 2011 at the Pepsi Stadium at the West Michigan Whitecaps
- Ticket prices will be \$22 per person. Includes food, entertainment. Cash Bar will also be available
- Denise and Missi will print up the invitations
- Next month the invitation list will be created and invites mailed
- Denise will check with Bob Fidler to see if his band can provide live entertainment for the night.
- Event will run from 6 to 9 pm
- All 2011 Grant Award Recipients will be invited and presentations of awards will be given at the event
- Menu was selected by the committee
- Denise will contact WM Whitecaps and confirm the contract/event

CP Bond Initiative:

- Motion to support the CP Bond Initiative in the amount of \$499 was made by Lori Campbell and supported by Nick Groulx. Motion passed unanimously.

Miscellaneous Items:

- 2011 Grant Application deadline is 12/17/10. Jeff/Missi will tally all requests and have them available at next month's meeting.
- Upcoming Schoolhouse News article will feature a thank you to all the businesses that supported both the Panther 5K Run and the Holiday Tree Silent Auction. Will also announce the upcoming Gala in February.

Respectfully submitted,

Denise Clement