

Present: Maggie Head, Jessica Carpenter, Kari Schatz, Caren Vogt, Amanda Krone, Erica Williamson, Kathy Vandegriffe, Kelly Webers

**Strain-Japan PTO Minutes**  
**Wednesday, September 1, 2021 @ 5:30 PM**  
**Strain-Japan Library**

- I. Review August 5, 2021 at 5:30 Minutes at Strain-Japan Art Room
  - A. Maggie made a motion to approve the minutes, Caren seconded the motion
  
- II. Trivia Night Fundraiser: "Back to the 90s" Trivia Night at Fraternal Order of Eagles Small Hall on Sept. 25th
  - A. Catering: reminder to give total week before
  - B. Assign jobs:
    - Silent auction ticket pullers & handing out auction items to guests after payment: Kari, Erica
    - Graders of trivia questions & write team scores down: Chas, Caren
    - Sellers of mulligans & Runners of questions/answers: Kari, Jessica
    - Greet, take dinner/trivia tickets or sell tickets, sign people up for a bidding number: Kelly, Pat
    - Accept payment: Amanda, Kathy
    - Group auction purchases, create invoices, attach gift cards: Maggie, Jessica
    - Drinks: Anyone who can jump in to help
  - C. Drinks: Who is going to be in charge of buying tea, lemonade, sugar, cups.
    1. Amanda will order from Sams Club
    2. Water bottles were also donated from Modern Auto
    3. Kathy said the school has drinking containers we can use
  - D. Class baskets: Note was sent home today. Kindergarten/1st: Little Artist/Crafter, 2nd/3rd: Family Camp Out, 4th/5th: America (red, white, blue), 6th/7th/8th/: Family Game Night
  - E. Silent Auction Donations: Update, do we need to meet to set up baskets?, organizing items before the auction, School items: homework pass or teacher free duty?
    1. Sept. 22 at 6 PM Jessica's house to organize items
    2. The office/staff will come up with silent auction items for parent/staff/students
  - F. Dessert Auction: 6:45 PM will be the live dessert auction, Jessica will ask Robbie Berti if he can auction off items since there are so many, we have around 25 desserts
  - G. Decorations: table numbers, how many tablecloths, placement of tables, different color tables clothes on silent auction
    1. Caren & Jessica have been painting decorations, Amanda ordered some
    2. Erica is going to check on tables shapes (circle, rectangle)
    3. Amanda will order black table clothes after we know the table shape & number we need
    4. Amanda ordered 44 pens
  - H. Snacks on tables: We decided not to do snacks
  - I. Emcee:
    1. Erica check there is a speaker and microphone & podium
    2. Maggie will give Julie a schedule & questions to look over
    3. We need to give her 2 tickets

- J. Payment options: Maggie contacted FSCB to borrow a credit card machine, if that does not work Amanda is going to look into getting a square reader for the school
  - K. Money bags: Amanda will get the money bags for the front table, auction items, and mulligans
  - L. Set-up time for Friday/Saturday: Erica will check on what time we can get in on Friday & if it is safe to leave auction items in there overnight
    - 1. Friday available help: Kathy, Erica, Kari, Caren, Maggie, Jessica
    - 2. Saturday morning/day help: Caren, Kari, Jessica
  - M. Projecting table scores: Kathy will ask Mr. Harman to do this & also to play music during downtime
  - N. Volunteers to hang signs: Kari, Caren volunteered to put signs up. Amanda is going to ask Debbie Strothkamp if she can make signs for advertisement.
  - O. Create bidder numbers & a recording sheet of bidders' names: Amanda will organize this
  - P. Hall rental: \$160 for clean-up and bartender fees, Erica is signing a contract tomorrow evening
- III. Update on Foundation: Janet has been not responding to Jessica & Caren's emails. Caren will stop by Friday to speak with her. If she does not have time then we will go somewhere else.
- IV. Next meeting: Thursday, Oct. 7th at 4:00
- A. Agenda: Discuss Trivia/Dinner Outcome