

# **HALLOWEEN PLANNING MEETING MINUTES**

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## **RICHLAND ELEMENTARY F.O.R. Club**

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**Date:** October 5th, 2018

**Location:** Room 20

**Meeting Called to Order By:** Samantha Mayberry

**Time:** 6:00 pm.

**Executive Board Attendees:** Randi Montoya; President, Angela Brown; second Vice President, Breena Hope; Secretary, Samantha Mayberry; Treasurer.

**Attendance:** Quorum is present

**Minutes:** No minutes presented and accepted.

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Introductions are made.

## **Officers' Reports**

**2nd Vice President: Angela Brown**

### **Cake Walk.**

- Permits have been filed.
- There can be homemade treats but they have to be wrapped at home.
- It is not necessary to include the ingredients.
- Make a note of ingredient that are high allergens.
- Can not open the cake in the classroom.
- We received an offer of 20 cakes to be donated by a parent.

## **Food Vendors**

- Remaining in compliance as the health department called last year.
- List of vendors currently set to be at the carnival is announced.
- Cannot do the tostilocos or nachos. The food has to be prepackaged or come out of a food truck.
- Friday night Dos Bandidos will be at the Haunted House.
- We will try to get some sort of snacks/sweets vendor as well.
- 30% from some and 20% from others.

## **Donations**

- Disney tickets had to be purchased this year. The process for donations has changed. That process is explained. (See previous meeting minutes for more details)
- Purchased subscription to online site "donationmatch.com." Quite a few donations have already been received from the site. Collecting donations for other events through this site as well. The membership was \$139 for the year. A 5 day trip to New Zealand was received for signing up that will be used at the Golf Tournament in the silent auction as it is a hunting trip and has a very specific target audience. It is valued over \$6,000.

## **Entertainment.**

- Every slot is booked but 12:30-1:30.
- Marching band will not be there but jazz band will be.
- Dance FX is coming.
- Karate studio by the cow shed will be coming.
- Looking into other Karate studios.
- Parent offers that Pacific coast may donate.
- Parent offers that Vertical Hold may donate anytime after 2 pm usually.

## **Secretary: Breena Hope**

### **Booths**

- Went through the shed, organized some things.
- Bought all the supplies that are need which were not in the shed.

- This year tickets will be kept separate to ensure that success of each booth can be assessed and changes will be made as needed.
- An Avid Student will be running to gather tickets in remarked Ziplock bags every hour or so.
- We will have the options for teachers to give us feedback as to whether or not they prefer a specific booth
- Feedback will be appreciated as to make the booths consistent and successful.

### **Map**

- A map is prepared for the Carnival vendors and a scavenger hunt map is currently being prepared.
- Parent offers husband who is a graphic designer.

### **Treasurer: Samantha Mayberry**

### **Vendors**

- 10 vendors are booked who have payed and returned the application.
- Please ask to join if you or anyone you know has a small business.

### **Plant Walk**

- Still having trouble finding donations.
- So far there are donations from two nurseries.
- Please contact others for anything they are willing to donate if you have contacts.
- Parent offers that they have a contact with Green Thumb. They will be in contact.
- Jen Montoya owns a company and always drops plant donations off the day before.

### **Action Items**

- Order paint cakes for face painter.
- Contact Green Thumb (Parent)
- Contact nurseries for donations (All)
- Prepare Ziplock Bags with booth names (Breena)
- Speak with Julie about possible contacts with Police Department.

### **Discussion**

- Ms. Barbara confirms no permit is needed for Face Painting.
- Request is made for paint cakes. We will order them.

### **Pumpkin Patch**

- Price point is too high.
  - It will be placed on the back burner and it will have to be arranged sooner next year.
  - Parent offers that Double Peak gets pumpkins donated. Suggests to call the school and talk to admin. Also suggests Winco because they are very active with schools.
  - Samantha offers that real estate agent sponsors pumpkin patch every year. They purchase them and set it all up. We will look into it for next year.
  - Student store will only be taking tickets and square.
  - No credit card machines. As the fee was high and ticket booths will use square as payment form of electronic payments.
  - Parent offers that a student should man the back gate so people don't start pulling in there. Recommends cones as well.
  - Ice will be needed.
  - Someone who speaks Spanish will need to greet the table guy. He will be dropping them off the night before.
  - Parent's previous contact with the police department fell through and suggests that someone named Stevens is a good contact. Parent mentions that Julie would have the contact info. This contact rides in the 4th of July parade every year.
  - may be able to get support in the area of military next year.
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**Meeting Adjournment:** 2:55 pm.

**Minutes Compiled by:** Breena Hope

