



**COMMUNITY EVENT COMMITTEE
MEETING MINUTES
WEDNESDAY, SEPTEMBER 4, 2024
Black + Haus Tavern - Littleton**

Minutes and agenda:

Approval of minutes – n/a

Agenda – n/a

We are excited for this year and all of our new members! With that we are trying out new things this year and are always welcome to new ideas!

One of the new things that we are doing this year is having a volunteer, rather than a chair member take lead on each event. You will always have a committee chair assigned to each event.

A reminder we have a set budget that the BFA board provides and we cannot fundraise. Why it is important to build good community contacts and very helpful to have an awesome community outreach person, aka Curtis!

We were thankful to be in attendance by Justin Mayhall who is our Board of Directors Representative.

Past Events:

Back to School Picnic

- Curtis has a pizza food truck recommendation for next year

Boo Hoo Yahoo

- Thank you Shannon and Maria for all their hard work with Boo Hoo Yahoo!
- Feedback post event: Needed to know where to get tables from and contact information for janitorial staff.

Next Event:



Goodies with Grandparents, Friday Sept 6th

- If you are volunteering and able to please park in the upper dirt area.
- Food:
 - Pancakes (first time trying this), sausage, grapes, syrup on utensil table
 - GF option: pancakes, allergy free donuts

Future Events:

Blood Drive (Virtual this year on Friday October 25th)

- Possibly a range of days, tbd. It will be more convenient for people this year as they can go into any location at a time that works for them.
- Will be a QR code in the newsletter that will bring people right to the sign up. This will also give credit to our blood drive event.
- Will need clear communication to ensure that people do not come to the school. Consider posting on Friends of Ben and individual class groups on Facebook. Also consider contacting room parents via Amy Marks.
- Devon is looking into changing the digital sign in front of the school as a reminder - Kelly Marie Paulson can help with this.
- Ben's Brigade - seeing if we can rope them into helping communicate during carpool.

Veterans Day (November 11, 2024)

- Expecting 100-130 people.
- Two gyms are reserved, still need to reserve the music room
- Veterans and their guest will go from the small gym where they will receive coffee and donuts, to the big gym for the ceremony back to the small gym for lunch.
- Music Room: used as a holding/staging area when needed, where musicians set up.
- Communication:
 - Newsletter - video submissions submit by fall break
 - Wall of Honor - submissions due by TBD
- Decorations



- We will decorate the school the week before the veterans day celebration, Sunday Nov. 3rd from 12-5
- The day before the event we will also need volunteers to set up for the event itself. Sunday, Nov. 10th from 12-5
 - Reminder to email the BASE staff to remind them that we will have started to set up, try to push the tables to one side of the small gym.
- Food:
 - Duffy Rolls?
 - \$25 flat delivery, can be received at 5:30 am.
 - Chick-fil-a
 - Chicken
 - Do we want to do the lunch boxes with the nuggets and chips?
 - What about nuggets and fruit?
 - Fruit is what made the price go up significantly in the past.
 - We could just do the boxes and then do the fruit separately.
 - Curtis will see what our options are.
 - Fruit Cups possibly separate.
- Ceremony
 - Need 2 speakers ideally, this is especially important in the case someone gets sick
 - We currently have one possible speaker
 - Color guard
 - Bagpipe
 - Trumpeters
 - K9 unit
 - Video: this has been taken over by Kim Markowitz
 - Becky spoke to Cari and mentioned that her husband could also help with the video if it was needed.
 - Next meeting Nikki will have sign ups for various items that we will need help with (name badges, etc)

Dad's Event (February 21, 2025)

- n/a



Moms Event (April 4, 2025)

- n/a

Action Items:

- Update Boo Hoo Yahoo SOP
- After Goodies with Grandparents, update SOP, years numbers etc.
- Veterans Day needs an event lead
- Speaker for Veterans Day
- Reserve music room for veterans day

Next meeting: October 2, 2024 @ 1900 - Black + Haus Tavern