

# PSG Meeting Minutes – Jan. 24<sup>th</sup>, 2018

## Attendees:

Tara Chhay – Chair	Jill Colangelo	Jennifer Schafer
Ashley Luksik	Liz Poole	Erik Heinle
Amanda Johns	Lori Robbins	

Call to order 6:30pm

I. Minutes- Jan. 9, 2018 meeting minutes approved

## II. BINGO

- Mrs. Clark confirmed to be the BINGO caller
- **Budget**
  - All spending must be reported to Sophia who will provide weekly updates
- **BINGO prizes**
  - \$25 Target or Amazon gift cards
  - Will have 1-2 extra in case multiple people win the same game
- **Decorations**
  - Christmas lights on wall. Have everyother row of gym lights off.
  - In process of developing additional ideas
- **Food**
  - Not going to do the waffle bar. Too labor intensive, requires lots of prep work, and could/would get in the way of people playing BINGO.
  - Will serve pizza. Mrs. Poole will make sure pizza is not served for lunch that day
  - We will have a Hot Cocoa Bar
  - Mrs. Poole volunteered to run the popcorn machine
  - Dessert- cookies and brownies
  - Drinks- mini water bottles
  - Fruit- cuties or bananas, whichever looks best
  - Carrots & Rach
- **Marketing**
  - Flyer, poster, invite approved
  - Beth Pate making posters
  - Flyers will be sent home 2/2 and 2/12
  - Advanced sales cut off 2/16
  - Flyers to everyone both times

- **Raffle prizes**
  - American Girl Doll (Jen Heflin)
  - X-Box (Erin)
  - Tranquility Spa gift card (Tara Chhay)
  - Ferrari Remote Control Car (Jen Schaffer)
  - Nintendo Switch (Jen Schaffer)
  - Echo Dots (Jen Schaffer)
  - Chunky Wool Blanket (Jen Schaffer)
  - Prizes need to be brought in. Will be kept in Mrs. Poole's office
  
- **Registration**
  - Stuff the Chipotle flyer for spirit night into pre-registration envelopes
  - Need to buy manilla envelopes
  
- **Tiny Tots Area**
  - Parents have expressed they want to see their kids so keeping this in the gym
  - Need volunteers
  - Have crayons, foam activities
  
- **New Business**
  - Rane Rotter will donate hot cocoa if we can't get it donated
  - Walk-ins will need to record their name on the back of their raffle tickets
  - Sign-Up Genius will be created for volunteers
  - BINGO signs to line the drive will need to be put up
  - Daubers to be unwrapped 2/13 in Dorm 5
  - Uniform Closet closing 2/15-27

Adjourned 7:19pm

Respectfully Submitted, Ashley Luksik- Secretary

Approved: Tara Chhay, Guild President