

## January 8, 2018

**In Attendance:** Trisha Everhart, Maryam Sinawa, Katy VanAmburg, Sierra Page, Alesha Gavlock, Sherri Bumbarger

**Agenda Items:**

- Discussed upcoming fundraisers and events planned for 2018:
- Marianna's Hoagies & Pizza-sale planned for February
- Fullington Bus Trip to NYC-will gather interest first, then plan for either April or May
- Sip and Paint Night-date and location TBD
- Krispy Kreme Doughnuts & Coffee-sale planned for mid-late March
- Office Olympics in August
- Raffle Fundraiser at CLA Holiday Party in December

NEXT MEETING: Monday, February 12 at 9:30am in 502 Keller

## February 12, 2018

**In Attendance:** Katy VanAmburg, Mark Ivicic, Trisha Everhart, Maryam Sinawa, Sierra Page, Jessica Fatica, Sherri Bumbarger

**General Information**

New committee co-chairs were announced-Katy VanAmburg and Mark Ivicic; reviewed 2017 budget; send email announcement to the college about 2017 special event fundraising total of \$20,418.00

**Fundraiser Updates**

- Marianna's Hoagies & Pizza Sale-sale starts 2/19 and ends 3/2, with delivery date of 3/13. Hoagies are \$8 each and pizzas are \$9 each. Committee will sort and deliver all items at next meeting
- Fullington Bus Trip to NYC is planned for 4/28/18. Contact Mark Ivicic at 863-7569 or mci104@psu.edu for more information and to reserve seats
- Gertrude Hawk candy sale-sale starts 3/1 and ends 3/14, with delivery date the week of 3/26. Contact Katy VanAmburg at 865-7970 or kjv12@psu.edu with any questions regarding the sale
- Discussed holding a Yankee Candle online fundraiser
- Discussed holding a Krispy Kreme doughnut and coffee sale
- Discussed holding a Sip and Paint Night or a Craft and Carry Night in May. Katy will contact a friend who offers this to ask about pricing

- Discussed holding a Pysanky Egg painting class with Mark Ivicic sometime in the fall
- Discussed hosting another Spikes Game fundraiser. Will gather more information from the Spikes and decide

NEXT MEETING: Tuesday, March 13 at 9:30am in 502 Keller

## March 13, 2018

**In Attendance:** Katy VanAmburg, Mark Ivicic, Trisha Everhart, Maryam Sinawa, Sierra Page, Jessica Fatica, Aleesha Gavlock, Kristin Harpster, Sherri Bumbarger

### **General Information**

Committee members sorted, organized, and delivered our Marianna's fundraiser

NEXT MEETING: Monday, April 9 at 9:30am in 502 Keller

## April 9, 2018

**In Attendance:** Katy VanAmburg, Mark Ivicic, Sierra Page, Trisha Everhart, Maria Canales

### **Fundraiser Updates**

- Gertrude Hawk candy sale - profit was over \$300. We may consider holding this fundraiser again in 2019
- Bus trip to NYC is still scheduled for 4/28. All money is due to Mark Ivicic by 4/23
- Office Olympics - dates have been confirmed with the dean's office as Tuesday, 8/7 or Thursday, 8/9 (rain date). Katy will contact Chris Hort about reserving the lawn between Moore and Chambers
- Spikes Game fundraiser - discussed the committee members' interest about holding this fundraiser this year. We will make a final decision at our May meeting
- Paint and Sip Night - received information about pricing and we decided not to move forward with this fundraiser
- Marianna's Hoagies & Pizza sale to be done again in the fall
- Future fundraisers discussed were Yankee Candles, Rada Knives, Yard Sale, restaurant night at Texas Roadhouse, Bingo fundraiser

NEXT MEETING: Monday, May 14 at 9:30am in 502 Keller

May 14, 2018

**In Attendance:** Katy VanAmburg, Mark Ivicic, Sierra Page, Trisha Everhart, Maryam Sinawa, Jess Fatica, Alesha Gavlock, Kristin Harpster, Sherri Bumbarger, Maria Canales

### **Fundraiser Updates**

- Spikes Game Fundraiser - The committee decided to move forward with this fundraiser. Katy will contact Seth English at the Spikes for more information. If we cannot be the sole beneficiary of the 50/50 raffle, we will not hold this fundraiser
- NYC Spring bus trip - 38 people attended and we profited \$90 only. The committee decided that if these trips will be planned for future, we have to set clear guidelines about cancellations as we had numerous people cancel last minute. Future bus trips discussed included a Fall NY Winery trip and Christmas in NYC
- Duck Donuts sale - Mark and Maria inquired with Duck Donuts management about us holding a fundraiser selling their donuts. We could make a 20% profit from the sale. We will inquire about this further
- Sip and Paint night - Kristin will look into this again further. Several committee members have already inquired about this, but the cost per person was too expensive for a fundraiser
- General Information
- Office Olympics - Registration to open soon. Volunteers will be needed for the events, Jess will contact the creamery to book the ice cream social, and the games were decided upon. Games will stay the same except for the Obstacle Course, which will be replaced with a Paper Airplane Shoot

NEXT MEETING: Monday, June 11 at 9:30am in 502 Keller

July 9, 2018

**In Attendance:** Katy VanAmburg, Mark Ivicic, Sierra Page, Sherri Bumbarger, Maryam Sinawa, Trisha Everhart

## **Fundraiser Updates**

- Office Olympics - 11 teams total are registered to compete. We finalized logistics for the event and decided to meet again on July 24th to assemble all the medals. Katy will organize the team packets with game rules, score sheets, and team schedules.
- Little Caesar's Pizza Kits - All orders and money will be due by July 17th. Delivery is set for July 25th in the evening and orders will be distributed July 26th.
- Spike's Game Fundraiser - Email will be sent college wide announcing the sale and the committee members will assist with ticket sales. Depending on the interest of this fundraiser, the committee discussed possibly holding it every other year, so again in 2020.

Next Meeting: No meeting in August due to Office Olympics. Next meeting is scheduled for Monday, September 10 at 9:30am in 502 Keller.

June 11, 2018

**In Attendance:** Katy VanAmburg, Mark Ivicic, Sierra Page, Sherri Bumbarger, Maria Canales, Trisha Everhart, Kristin Harpster, Alesha Gavlock

## **Fundraiser Updates**

- Spikes Game Fundraiser - Game will be held Friday, August 10th. Call Seth English and pay deposit, sign contract, and ask about a seating chart. Game will feature free fireworks and free Kids Zone, 50/50 raffle, Ki-Jana Carter appearance and bobblehead giveaway, Scout Night, and Penns Valley Community Night
- Little Caesar's Pizza Kits - The committee decided to hold this fundraiser in July. Mark will contact them for catalogs and order forms and will organize this fundraiser
- General Information
- Office Olympics - Registration opened May 18th. Katy will send a call for game volunteers to those who helped out last year and will confirm Dean Welch's closing remarks with Nicola Kiver. Sierra will book the sound system. Sherri will coordinate the Associate Deans' presence and speeches. Mark will contact the United Way about having a representative present to speak at the event. The committee agreed to use old CD's for this year's medals and Katy will ask IT about donating these

NEXT MEETING: Monday, July 9 at 9:30am in 502 Keller

## July 9, 2018

**In Attendance:** Katy VanAmburg, Mark Ivicic, Sierra Page, Sherri Bumbarger, Maryam Sinawa, Trisha Everhart

### **Fundraiser Updates**

- Office Olympics - 11 teams total are registered to compete. We finalized logistics for the event and decided to meet again on July 24th to assemble all the medals. Katy will organize the team packets with game rules, score sheets, and team schedules.
- Little Caesar's Pizza Kits - All orders and money will be due by July 17th. Delivery is set for July 25th in the evening and orders will be distributed July 26th.
- Spike's Game Fundraiser - Email will be sent college wide announcing the sale and the committee members will assist with ticket sales. Depending on the interest of this fundraiser, the committee discussed possibly holding it every other year, so again in 2020.

Next Meeting: No meeting in August due to Office Olympics. Next meeting is scheduled for Monday, September 10 at 9:30am in 502 Keller.

## September 10, 2018

**In Attendance:** Shannon Bishop, Katy VanAmburg, Maryam Sinawa, Sierra Page and Trisha Everhart

### **General Meeting Notes**

- 2<sup>nd</sup> Monday of each month still ok for meetings
- Fundraiser Updates
- Office Olympics - For next year, we will schedule it all on one day, don't have tentative date
- Spikes Game - Not doing another one till 2020
- Marianna's Hoagies- October time frame for delivery
- NYC Bus Trip- December 8<sup>th</sup> (tentatively)
  - -Possibly doing early bird registration for different price
- Holiday Raffle: \$1 per ticket or 6 for \$5.00
  - -trampoline park (look into new donation)
  - -TV (look into new donation)

NEXT MEETING: Monday October 8<sup>th</sup> at 9:30 am(Locations TBD)

## October 8, 2018

**In Attendance:** Katy VanAmburg, Mark Ivicic, Shannon Bishop, Sierra Page, Trisha Everhart

### **Fundraiser Updates**

- Fall Mum Sale - Total of 64 mums were sold and we profited \$256. If we hold this fundraiser next year, we will have two delivery dates. Talked about holding a spring flower sale of hanging baskets.
- NYC Christmas bus trip - We set a tentative date of 12/8/18 for the trip. We will gauge the staff's interest in this trip at the college wide staff meeting on October 18th, then make a decision about holding it. Discussed offering an early bird discount to those who pay early.
- Holiday Raffle - Sierra and Katy will spend two days in October soliciting donations from local businesses. All donations will need to be finalized by November 9th so we may begin printing the tickets.
- Marianna's Hoagie and Pizza Sale - May hold this fundraiser again in either January or February.
- General Information
- Katy will prepare an agenda for Mark to present at the college wide staff meeting on October 18th, with updates and announcements from the committee. Information will include an update on Office Olympics, an update about our Mum sale, proposing a NYC bus trip, and information about the upcoming Holiday Raffle.

Next Meeting: Tuesday, November 6 at 9:30am in 517 Keller

## November 6, 2018

**In Attendance:** Katy VanAmburg, Mark Ivicic, Sierra Page, Trisha Everhart, Kristen Harpster

### **Fundraiser Updates**

- NYC Christmas bus trip - As of today, we are at 54 people interested in attending the bus trip. Payments will secure seats and we are asking that money will be due by November 19th. At that time, we will determine how many seats remain to be filled and open it back up for others to

- attend. Any cancellations received after November 26th will be considered a donation and those attending were made aware of this.
- Holiday Raffle - Donations have been finalized. We will print 1500 tickets between Psych, LER, and the Dean's office - Katy will provide cardstock. We will meet again on Tuesday, November 13th to cut and score the tickets. Tickets will then be distributed to our building contacts and are on sale from Wednesday, November 14th through Friday, November 30th. Katy will prepare a list of day-of-event duties and send it to the committee members.

Next Meeting: No meeting in December due to the Holiday Raffle. Next meeting is scheduled for Monday, January 14th at 9:30am in 502 Keller.