



Downtown Montessori Academy (DMA) Auction Meeting Wednesday, January 11, 2012 – 5:30pm

Present: Samantha Reynoso, Lori Pribek, Becky Murphy, John Ryan, Heather Ryan, Melanie Roepke, Natalie Holoubek, Margery Kane and Sean Kane

- I. Sign-in & Introductions
 - a. Margery and Sean Kane who are this year's auction co-chair's welcomed the group
 - b. Auction will be on Saturday, May 5th from 5:00pm to 9:00pm at the Marian Center
- II. Discussed briefly about last year's auction in case there were new volunteers
 - a. Last year's auction rose over \$12,000 for the school and had over 200 people attend. Also, the auction committee collected the most donations and sponsors to date.
 - b. Silent auction tables were broken up into "colors" to designate table closeout.
 - c. New food and bar vendors were introduced that included Hector's, Palomino, The Soup Otzie's and Packy's. Attendees seemed to really like the concept.
 - d. Overall, all attendees and volunteers had a good time and the auction was successful while becoming a community event along with originally being a school fundraiser for staff and families.
- III. Form acquisition committees for donations and sponsorships
 - a. Donation packets including donation letter, receipt and school information were reviewed. Margery Kane will be chairing the Acquisition Committee and explained what roles and responsibilities were involved with soliciting donations. Margery shared donor information from last year and mentioned for those who want to be involved can be linked to a shared spreadsheet through Google documents.
 - b. Sponsorship packets including sponsorship letter, floors plans and literature were reviewed. Sean Kane will be chairing the Sponsorship Committee and explained what roles and responsibilities were involved with soliciting sponsorships. Sponsorships have started to grow in the previous years and the committee would like to expand it more this year which will help DMA for future partnerships within the community.
 - c. Margery and Sean Kane asked if anyone was interested in volunteering for either committee, please touch base with them because they, along with previous volunteers, can use all the help they can get.
- IV. Form planning and event committees
 - a. Food vendors – We currently have Palomino's, Off The Clock and Stone Creek Coffee. The committee is looking for another food vendor meeting conditions identified in the MOU between Food Vendor and DMA so if someone knows a business with possible interest, notify Margery or

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Sean Kane. This year, the auction will start at 5:00pm that includes a socialization hour having drinks and appetizers so parents/staff can interact and meet new people within the school. Affordable drinks and appetizers will be available throughout the evening.

- b. Silent Auction & Live Auction – An attempt is being made this year not to have the silent and live auctions overlap. The silent auction will start at 5:00pm and will finish approximately at 7:30 then the live auction will start soon after – details need to be worked out. The Sponsorship Committee is looking to take advantage of getting more sponsors through a projector display, signage, table centerpieces, posters and other promotional advertisement throughout the gym.
- c. Auctioneer – Tentatively have one lined up and we are looking to have a local comedian possibly.
- d. Master of Ceremonies (or someone to keep things lively between songs of the band and before Live Auction) – Melanie Roepke graciously volunteered her husband, Jack, to perform (by the way, Jack accepted via smart phone).
- e. Auction Table Captains – Looking for volunteers who are interested in helping on auction night.
- f. Wine Pull – Looking for a sponsor but this fun activity will be again run by Sarah Filzen.
- g. Raffle – This is a new activity this year which will include items raffled prior to the event and the night of the auction. More details about the raffle and how to purchase tickets will follow. Volunteers will be needed.
- h. Band – Margery and Sean Kane will approach the band from last year to still see if they are interested. The band has performed nicely year after year in previous auctions.
- i. Sound equipment – The committee is looking to enhance the sound to assist the live auction.
- j. Auction check-out and equipment – The committee is working with school administration about streamlining the check-out process and providing updates so people know if they won silent auction items after tables close.
- k. Bake Sale – The group suggested that the 6th, 7th and 8th graders walk bake sale carts around the gym selling baked goods. The committee will discuss the issue with school.
- l. In regards to student help, it was discussed that it would be nice to have more involvement with the 6th, 7th and 8th graders in helping with functions on auction night. The committee will discuss the matter with the school.
- m. Overall, Margery and Sean Kane stressed that all volunteers should have fun during this process and volunteer for things he or she likes to do!

V. Old Business

- a. None

VI. New Business

- a. None

Next meeting: TBD