**George Mason PTSA - All Night Graduation Committee**

**Minutes of Meeting on April 28, 2019, at 7 pm**

Present: Laurie Clark, Tina Pierce, Kathy Philpott Costa, Stephanie Oppenheimer, Claudia Fiegel, Ashleigh Collins, Jill Martin, Bonnie Murphy, Aristia Villa, Bridget Janicki, Becki Creed, Beth Langan, Jen Cipriano, Ellen Gilmore

1. **Introduction:** Laurie reported that there will be four on-site supervisors (Beth Langan, Allie Lapp, Elizabeth Meade, and Debbie Hiscott) this year, each working in separate two-hour shifts and acting as point people for volunteers and other questions that come up. Laurie will also organize Committee members to stuff an ANGC donor list into Graduation programs just before Graduation.
2. **Treasurer’s Report:** Donations were $500 more than expected this year. Expenses are on track even though entertainment and food is not yet paid in full. Gifts are under budget.
3. **Committee Reports**
	* **Registration (Julie Paradiso/Karen Graffam):** Laurie reported that, as of the meeting, 110 students had been registered. A final publicity push will be made this month (see Communications below). Sports coaches will also ask athletes to register.
	* **Yard Signs (Lisa Lacroix):** Becki Creed reported that sales are going well and almost on budget.
	* **Communications/PR (Stephanie Oppenheimer):** Publicity will continue this month through email, Schoology, and Twitter.
	* **Activities/Entertainment (Laurie):** Activities are all set. Lacey Langford will be meeting the vendors at 8 p.m.
	* **Decorations (Ashleigh Collins/Claudia Fiegel):** The Decorations Committee is in place, and members are arranging the work schedule for layout and setup. Discussion centered on the shifting layout of the tables in the main room during the course of the evening.
	* **Food (Mary Beth MacKinnon/Aristia Villa):** Mary Beth and Aristia have arranged for Jimmy John’s to provide 3 platters of subs at a 20% discount. There will also be Einstein’s Bagels and a few pizzas (pizza has been reduced from last year, as it went largely uneaten).
	* **Guess the Mason Grad Posters/Opening Slideshow (Laurie):** The posters are almost done and have been very time consuming.
	* **Prizes**
		+ **Main Room/Casino/Money Vault (Bonnie Murphy/Ellen Gilmore):** There is a small committee ready to decorate tables. Bonnie and Ellen will be adding more prizes this year.
		+ **Pass the Parcel (Carolyn Welch):** No report.
		+ **Guessing Game (Terri Nelson):** No report.
	* **Safety/Security (Laurie):**  Laurie has submitted the forms to the Fire Marshall. Sia Knight will be the on-site Security head. The first shift security volunteers will have assigned spots, while the late shift volunteers will help break down tables and other equipment during the comedian show.
	* **Volunteers (Jen Cipriano):**  Prior to ANG, Jen will reach out to all committee directors about volunteers for their activities. She’ll also reach out to all volunteers with points of contact and instructions for their jobs.
4. **Event Timeline:** No report.

***The meeting was adjourned at 9 p.m.***