

JLSF Meeting Minutes

December 14, 2021

In attendance: Jessica Wolf, Karl Snider, Fabio Tavares, Renee Schneider, Rebecca Tuffey, Ian Jorgensen & Laura Parker

Agenda: Discuss fundraiser details and planning for after the event

I. Newsletters & announcements

- A. Pomegranate mocktail- the "Judy"
 - 1. Use in instagram (& newsletter)
- B. AmSAT email blast
- C. Start plugging it again after X-mas, not too much after holidays
 - 1. Dates of newsletter
- a. 12/16 or 17 from AmSAT
- b. Mail Chimp Monday morning of 12/22
- c. Mail Chimp short newsletter on 12/27
- d. Mail Chimp about closing on 12/30

II. Auction Details

- a. \$5 raffles: Package of 5 for \$20
- b. Bidding increments: Bigger items \$5, smaller \$1

I. Gala details

- a. Have a running order by 12/19 at 1:00 pm
- b. Secure a DJ to have music at the Gala

I. Grant writing and securing additional funds in the future

- A. Look at questions that have come up from the committee
 - 1. Where do we want to go? What is our vision?
 - 2. Need a board-approved budget; line items
 - 3. Extended discussion at "Retreat" of two 2-hour sessions
 - 1. Jan 18 & Feb 1

VI. Melissa Brown will be joining our committee in 2022!

Next Meeting:

Tuesday 12/28. 6:30 p.m. EST