Amigos de Birchwood / Friends of Birchwood

October 15, 2019 | 2:45 pm – 3:15 pm

Executive Committee Meeting Agenda:

Attendees: Nicole Talley, Jami Pitman, Katie Luerkens, Rodolfo Riviere, Cherish Flint

1. Birchwood Boogie: Friday, October 25, 2019, daytime
	1. Updates: Jami Pitman, Nicole Talley, Rodolfo Riviere:
		1. Most pressing task is ordering bracelets: Nicole found source for 400 bracelets with free shipping for around $200, will order for distribution during award assembly the week after the Boogie (for all students). Note: ask about medals for top runners in each class.
		2. 5th graders are making posters for hallways and doing skits to demonstrate ways to pledge, which they will perform again at this week’s assembly like they did last week.
		3. Will enlist Clark to help hang Boogie sign in front of school.
		4. Group voted on purchasing allergen-free popsicles for post-Boogie snack, Steve Shupbach volunteered to provide cooler and help with distribution.
		5. Student wristbands / punch-cards for laps need to be made, Jami, Katie, Cherish & others in attendance will assemble at next meeting (Monday, October 21 at 3:10pm).
		6. Jami is sending notice out to teachers this week regarding which color their class will be (blue, orange, yellow, green, red) – bracelets will be color coded accordingly.
		7. Jami listed sponsors for raffle items, group discussed tagging/acknowledging said sponsors (once officially confirmed) on FB Amigos de Birchwood page (Kelly and Nicole are FB admins). Thank you Rodolfo for offering taekwondo raffle item for the Boogie!
		8. Group agreed Cherish will take over updating Amigos de Birchwood website (thank you Sara Fisher for your service!), discussed linking pledge sheets/QR codes to Amigos website, will follow up with Jami at next meeting re: updated forms.
	2. Volunteer needs: Katie Luerkens:
		1. Before event:
			1. setting up course with cones, décor under/around covered area, tables/stations/garbage cans. Note: Are balloons part of décor? See Harvest fiesta notes for possible balloon arch contact.
			2. Volunteers in each class to facepaint (Jami offers students 5 options: pawprint, “B” for Bulldog, grade level, star, heart, #1)
		2. During event:
			1. 5-10 volunteers in each color station to punch wrist bands
			2. Snack station (popsicle) volunteer(s), store popsicles in staff room freezers until needed
		3. After event:
			1. Counting/tallying punches on wristbands
			2. Clean up / tear down
		4. Discussed ways to reach out to volunteers (Survey Money, Signup Genius, Google Forms, flyers in folders), Katie and Cherish will research options and respond to Amigos executive staff later in the week. Decided to use Signup Genius like for last year’s Boogie, still deciding on the non-online option.
2. Harvest Fiesta: Friday, October 25, 2019, evening, 6 - 7:30 pm
	1. Updates: Jami Pitman, Nicole Talley, Rodolfo Riviere
		1. Cake Walk: Jami has leftover $ to purchase cupcakes from Winco to supplement cake/cookie walk as needed; cake walk can be ongoing throughout evening; encourage families to contribute cakes/cookies/cupcakes in smaller quantities (such as half-dozen cookies/cupcakes) so everyone gets a chance; can tailor speed/rotation of cake walk to match participant levels and have open dessert table toward end of fiest so everyone has access to desserts. Can store desserts in PTA room and/or on shelves/counters in conference room up to a day before event.
		2. Food: Rodolfo had question about whether there will be food other than desserts. Nicole searched for local hot dog stand vendor and also inquired about food vendors for International Market, whether any of them could attend the fiesta (contact Kelly Morgan). Confirmed that any food would be at attendees own expense (not provided by Amigos de Birchwood).
		3. Performances during fiesta (announced by Rodolfo): Shuksan Middle School Choir at 6:45, Bailares at 7:00, Zumba at 7:15
		4. Nicole said crafts will likely be led primarily by staff in hallway (Jessica Wallace)
	2. Volunteer needs: Katie Luerkens: Volunteers needed for:
		1. Set up and decorations
			1. Setting up cake-walk chairs outside, dessert table(s), paper plates and napkins, plastic silverware, possibly tickets for participants
			2. Decorations: Nicole and Katie both have some; Nicole put Jami in touch with Steven Frank who has corn stalks and possibly hay bales; note to contact Kelly Morgan about possible balloon arch (Int’l Market); festival lights; speaker system and playlist
		2. During Harvest Fiesta:
			1. Greeter(s)
			2. Cake-walk: numbers set up, bowl with numbers to draw from, possible tickets for each participant
			3. Face painting: face painters, paints/brushes, mirrors, towels, chairs/tables
			4. Crafts: Nicole said this will likely be teacher led (mentioned Jessica Wallace)
			5. Music/emcee: Did not discuss details
			6. Nicole mentioned possibility of a fishing for candy station hung over PTA room door with volunteer to hook piece of candy for each student who wants to fish.
		3. Clean-up/tear-down
3. Save the date for Gingerbread night: Thursday, December 5, 2019
4. Next meeting: Monday October 21 at 3:10pm, in library or conference room