

9/20/24 Harvest Festival Planning Meeting (2nd) MINUTES. The Galley.

Present: Olympia, Tessa, Greta

1. Updates since last meeting

FOFA HAS A BANK ACCOUNT!

Sharlyn: location- HS is an option. No charge for using the space, but will need to pay custodial fee- likely around \$500. YES- would like to proceed with High School.

Need to make sure we have people who know how to work the kitchen/dishwasher or have silverware caretakers on the sign up to take them home, clean, and return to the school.

Greta: LFW/BFW orientation nights, cards/art by the students- LFW gave the PTO and Harvest Fest talk, BFW I worked and got in late and only gave the talk to families from Carly's class.

Save the Date cards went home with kids in Friday Folders.

Ash-Lee: workbook, donation letter/binder

Ash-Lee emailed that she will work on:

- sourcing donations and maintaining the organization of the documentation.
- point-person for FW individuals who get donations- they can pass the information along to Ash-Lee and she will populate it in the document(s) where it needs to go.
- donation solicitation binder(s) to LFW next week; *I still need someone to send me some information on where the fundraising goes and a few pictures to put together for the binders. - Greta will email the link to the Google Photos in PTO Drive. At the meeting Olympia, Tessa, Greta discussed binder having "We Believe" Statements w supporting photos, emphasis on how supporting FW makes the Homer community better- LFW food drive, deliver to food pantry, Burning basket, growing involved citizens.*
- Ash-Lee will be the bidder registration point at the festival to ensure all necessary info is collected, then she will document the winning bids from live/silent and do the bidder checkout. *Olympia will work with Ash-Lee on this.*
- Whoever would like to assist in connecting bidders with their physical items post checkout is fine with Ash-Lee.
- Website donation and online auction -just need bank information to direct the funds.

Olympia: \$\$FOFA has an account at the Credit Union (?check w Kyle), Venmo or other cash app

2. Confirm Lead Dogs:

Soups/Food: Greta. **Tessa would be happy to help by contacting everyone that contributed last year. We decided to wait for sign up to be sent to parents, then will make personal requests/calls to fill holes, if needed, a few wks before the event.**

Dessert Auction: Tessa

Silent and Live Auctions: Ash-Lee- bidder registration, documenting who won what. Maygen house the items and organize as they are delivered.

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Volunteer/Event Coordinator: Jonathan Young? Haven't heard back. Greta emailed twice.

Frescoes/Kids Entertainment (6th graders lead some crafts/games, HS volunteers):

PR: Beka online social media, Auction, KBBI announcement, Homer News

Ash-Lee FOFA Facebook page

Per Beka's email, her list of PR questions & observations...

- **"Save the Date"**

- Thank you to whomever posted it on Instagram!
- Thank you Kyle for including it in your weekly update! Please keep it going!
- Thank you Sharlyn for getting the cards printed and onto all the tables at the Parent Orientations!
- We also need to post it on Facebook.
- Can we post it on the Fireweed website?

- **General Event PR**

- There was talk at the last HF Committee meeting about getting a Harvest Fest landing page on the Fireweed website.... is this doable?
- Can we get the Harvest Fest on the website events [calendar](#)?--> Greta checked out this calendar and it looks like the events listed have inaccurate times associated with them (ie early release 8am-5pm). Request correct times. Maybe post the school's calendars that are in the Friday Updates emails? Beka, would you be willing to check with Kyle and Sharlyn and ask them about how best to get the FW website calendar accurate?
- What is the vision for the "Friends of Fireweed Academy" facebook page? Should we be sharing everything related to the PTO and Harvest Fest on that page and then the official "Fireweed Academy" facebook page can share those posts?--> Yes, this would be great, including auction item previews
- Can we please link the Facebook and Instagram pages so that we can easily choose to share on both platforms simultaneously?--> Greta: Is Kyle the administrator of these? Beka, would you be willing to reach out to him and ask him to link, if he is not administrator, who is?
- Can someone give me access to the appropriate social page(s) so I can start posting eventually? I can also link the pages as mentioned above if that is helpful. Will you reach

out to Kyle and Sharlyn to see if you can post as FW? Beka and Ash-Lee (administrator of FOFA) can get together and sort out who will post as FOFA.

***At some point it would be great to get a FOFA logo- Jodi Masty (sp?) how much did the FW logo cost? Kyle? Will add to PTO agenda for 9/26.

Decorations: Tessa

Money people/Cash-out: Ash-Lee, Olympia, Sharlyn

Kids' entertainment: 6th graders and HS kids engage young kids with simple art projects/games? Should we have an adult overseeing the kids zone?

3. Get the donation letter spiffed up, possible binder/portfolio for people to take out when they request donations. See Ash-Lee's offers for help, above. *Letter to the editor in the newspaper with a request for donations?

4. Deadlines

Invitations go home to parents: Need to revisit the letter that goes home with the actual event invites, that gives info for parents who want to go into the community and ask for donations.

Posts on Social Media:

KBBI Community Calendar and ad:

Homer News/Best Bets?/Community Calendar:

5. SCHEDULE

5:15 EVENT BEGINS arrival, tickets can also be purchased at the door

5:35 Welcome from Kyle - announce timing for the auction timing, second projector for the schedule/event timing

5:45 Fireweed Frescoes performance (Kim and Abimael)

6:00 Food service begins

6:00 Silent auction begins

6:45 Dessert and Live Auctions begin (*KIDS CAN LEAVE FOR CRAFTS/ACTIVITIES*)

7:15 Silent auction tables close (announced by Chris Story)

7:15 CASHIERS READY FOR PAYMENT?

-in the gym or the commons?- we don't want to pull people from live auction bidding to pay for silent auction items. Or do people pay all at the end of the event?

7:45 Live auction ends

FINAL THANK YOU

Clean Up Begins

Personal Invites

Kim Fine- she knows, will be working on the Frescoes coordination/Abimael

Todd Hindman

Janet Bowen

FW Family/Alumni/People who have been involved over the years- make a list? Lilly Westphal (offered to try to help w lodging for 6th field trip)

Sean Campbell, Tim Daugherty (school board member, on Charter School Committee)

6. Sign Up Genius Review- Greta will rewrite the blurbs at top of Sign Ups and send to group to OK before updating the Sign Ups

Now planning for 250 vs 200 last year: need to Add at least 3 more soups, salads, butter and breads- should we add more breads as kids are more likely to

Maybe add some fruit platter - ask Safeway for a donation?

Loopy: Paper Product sponsor?

Two Sisters: Bread (they did this last year)

Food Sign Up: add drinks/kegs of fizzy lemonade or water

Title Change: Volunteer Sign Up instead of Auction Volunteers

7. DO PTO MTG times work for HF Meetings? YES

Next PTO/Harvest Meeting 9/26 3:15-4:45 in Mo's Room LFW

October 17

Change Nov 21st to Nov 14 (day before new Harvest Fest date)