

Meeting minutes for Avivara board, September 19, 2017, 7:00pm, at the house of David and Laurie Austin

Present: David Austin, Tara Luckie, Dave Craig, Tom Freidman, Catherine Austin

Skyping in: Gary Teale, Ann Austin

Topic: November 4th event planning

Logistics:

Sunset Hills space is reserved

Tom is working on insurance and liquor license

Catherine with meet with Javier and Andres to look at venue options and sound system needs

Mark Hussein is confirmed to bring his photography, mostly matted, a few frames

No host bar with free coffee, tea, water; David Austin will donate wine and beer to be sold at \$2-3 each after the free ones.

Food decisions...

La Cabana versus taco truck? We settled on taco truck ("Central American food" until Tara, Claudia, et al decide on a menu) because Claudia would handle serving and payment, which makes more sense for us. Need some kitchen photos, grill availability, but idea is for her to serve from the downstairs, or the truck if need be.

Payments...

Options for handling the complexity of different trackable payments? We settled on Tara's fundraising experience idea: guests get a name tag and a number (and give their credit card info) when they come in the door; this number is what they use at the stations (crafts, donations, no-host bar... since food, art, cash raffle are all separate). We'll need spreadsheets and runners at the stations to update Tom and Gary's spreadsheet at the door, and people can pay when they leave.

PURPOSE:

The purpose of the event is to be a fun party evening where current donors get project updates and get to meet each other, as well as generating some energy and bringing in new people for the mailing list as potential future donors. So, bring on the music, the drinks, the dancing! Art on the walls, some stories from Gustavo and Ann, and conversation over tacos! (Please adjust if this still isn't right! The board was confused and thought the main purpose was on-site fundraising. But it lifts some pressure that night that this is not so.)

That said, each of us have the job of recruiting people to attend via whatever different means.

RSVP, left at \$10 suggested donation, which gets you – now – two free drinks and one raffle ticket for a craft item door prize

Jobs for the event day:

Set up and cleanup 1 hour each – All

Entrance table greeters and cashiers (3 people) – Gary, Tom, 1 more (Tara or Ruth?)

Parking direction not needed (street parking)

Security not needed (make a sign for upstairs door redirecting to downstairs)

Bar (2 people) – David Austin, 1 or 2 more if another bar upstairs (Anna? Karlie?)

Crafts (2-3 people) – Catherine, Dave Craig, Tara or Ruth

Roving and speaking – Gustavo, Ann

Other business:

Today's Guate updates:

Xeatzan Alto getting 5 computers for January school year, super excited, and kids have been making and practicing on their own cardboard ones, teachers thrilled.

New school Las Mercedes getting 10 computers, helping the poorest families in this school “keep up with the Joneses” as their richer neighbors send kids elsewhere for school, teachers super savvy.

Budget at a later date.

Brief Tom update \$53,307 in BOA in US currently; probably 25-30,000 to be sent to Guate in the next month

After Skype, the board realized re: event we should clarify intention of the music: concert or background? If concert, might consider reducing the set length and number. If background, leave as is.

Also discussed that focusing the action in 1 room as much as possible would be good.

This is going to be fun!

Respectfully Submitted

Catherine Austin (guest and note-taker in Ruth Harbaugh's absence)