



**GPFD Hearts & Hoses
Friday, August 16, 2013
Minutes**

Hand Outs: Potential Sponsor list, Auction item list

- I. Fundraising Update
 - a. Garage Sale –June 8
 - b. Misty Dawn Jurik – Photography donations
 - c. Sponsorships letters - Round 1 - 7/4, Round 2 – 8/4 (Mistydawn, LeAnne Cary & Sheila Whitney)
 - ❖ Special thanks to Mistydawn, Leanne & the Whitney Family!!

- II. Finance Overview
 - a. Where money comes from:
 - Membership dues:(\$731.08)
 - Fundraising: (\$1,589.33)
 - Donations: Gala (\$2,275.20) Informal (\$137.00)
 - Auction/Raffle: Hoping to replenish bank account for further ventures in 2014
 - b. Operating Expenses:
 - Bank fees of \$9.00 monthly have been waived
 - P.O. Box annually \$70.00
 - Logo-Donated – **Thanks to Meredith Hobin**
 - c. Fundraising Expenses:
 - Garage Sale (Cash box, counterfeit pens, glue, U-Haul, etc)-\$150.12
 - Sponsorship Letters (postage, paper, envelopes, etc)-\$294.80
 - d. Gala Expenses:
 - Food:\$27.00, Cash Bar:\$150.00, 21% Service Charge: \$1,165.50,
 - DJ
 - Printing
 - Decorations (Crowne Plaza will provide some)
 - e. Charity upstart expenses:
 - \$25 fee to send in report to State, \$400 fee to apply for 501c3. Once we receive confirmation of report, we can send in our 501c3 paperwork.
 - f. Membership dues: All members are up-to-date. New members please fill out membership form, and pay annual dues. – **You may use Pay Pal**
 - a. Financial report available to view: (\$4,732.61).

III. Fundraising Look Forward

- a. Review potential sponsor list to target specific potential sponsors for more direct contact – designate member to contact sponsor
- b. Add names not on the list
- c. Suggestions for other fundraising
 - ❖ Hearts & Hoses Golf Tournament – Grand Oaks Golf Club
 - ❖ Members divided vendor contact list, please make contact by 09/03:
 - July – Meredith & Melissa
 - Aug Page 1 – Mistydawn Jurik
 - Aug Page 2 – Marika Benavidez
 - Aug Page 3 – Lauren Gregory
 - Aug Page 4 – Debra Willis
 - Aug Page 5 – Amy Hansbro
 - Aug Page 6 & 7 – Tammie Fite
 - Tammie will also contact The Oasis and Mildred Walker as well as Rodney DeBaun of the Nickolas Foundation
 - ❖ Please notify Marika of any vendors not listed

IV. Event Details

- a. Attendance – Banquet room holds 200, there is overflow space in the courtyard outside the room, but we need to know ahead of time if we need it. This also effects or cost per plate.
 - ❖ Off duty firefighters ≈130 (+ 1 guest each)
 - ❖ Set up online survey to see initial response for attendance
 - ❖ On duty firefighter ≈ 25 (small groups rotating through)
 - ❖ Complementary attendees – Directors and City Council ≈ 30
 - ❖ Retirees ≈10
 - ❖ Widows ≈ 3
 - ❖ Survey will be emailed to Fire Department and Retirees to get a more accurate headcount
- b. Menu
 - ❖ When to pick and set price per plate (sent hotel an email 8/12 requesting best time)
- c. Raffle v. Auction v. Both
 - ❖ Which will produce most return for items donated without exhausting member manpower to set up?
 - ❖ Items still needed
 - ❖ Members agreed to have both – Raffle and Auction
- d. Invitations
 - ❖ Design – Invitations will be purchased from Vistaprint also discussed Mistydawn printing invites
 - ❖ When to send
 - ❖ Contact Dubiski – School starts 8/26 – Program will be printed by Dubiski
- e. Pictures & Videos - Meredith
 - ❖ Need to start collecting from all sources
 - ❖ Ruthe Jackson had several – Department will get these
 - ❖ Chief has 2 helmet cams

V. Future Meetings

- a. Monthly for Sept. more frequent in October & November
 - ❖ September 11th – 6:00 pm

- ❖ October 2nd – 6:00 p.m.
- ❖ October 23rd – 6:00 p.m.

Future meetings will discuss fundraising status and become more event detail oriented.

VI. Adjournment