



Westville Alumni Association Incorporated

P.O Box 461

Westville, Indiana 46391

(219) 561-0WHS (0947)

Memorandum for Record

Dec 7, 2013

RE: WAAI Planning Committee Meeting

Brent Carter, Association President, called the meeting to order at 8PM.

Officers Present:

Association President: Brent Carter
Association Vice President: Jayme Bailey
Association Secretary: Karen Dudeck
Second Husband: Jay Bailey

Discussion is grouped by subject area below:

Communications:

- The group discussed the importance of beginning to hit electronic media and email to try and build interest in next year's banquet
- **Jayme retains responsibility for our WAAI FB presence and Brent will continue to distribute emails to the master email list.**
- **Karen is planning to contact each member of the honored classes and solicit their support for the banquet.** She will be using our stockpile of postage paid cards. **Brent needs to mail the post cards to Karen. Brent also to provide the registration information for the WAAI 501c3 status to support solicitation of donors.**
- **Brent will mail out Invitations to the 2014 banquet in mid to late February.** A sample of the 2014 invitations are attached to these minutes.
- The website is currently not in a shape that would not likely support soliciting sponsors to advertise on the site for a contribution to the association. **Brent will be focusing on revising the website and getting it ready to support the 2014 Banquet and donation needs.**

Fund Raising

- The group discussed the importance of soliciting donations from companies and individuals to try and keep the ticket price down - currently all association operating capital is funded through a tax on the banquet ticket price.
- **Jay offered a very generous contribution from his company to fund the cost of postage for the annual membership invitation mailing. Brent to provide information to Jay on the association tax status and coordinate delivery of funds.**
- Karen offered an idea that might find more favor than the silent auction involving selling mystery bags containing donated items. **Karen agreed to organize the effort and identify what resources will be needed from the membership.**

Finances

- Brent presented his cost modeling for ticket prices. In order to cover the association administrative expenses, caterer, and DJ, a minimum of 100 patrons at a ticket cost of \$35 per will be necessary. There are a couple of disclaimers in this model:
 - It presumes \$200 in donations from individuals and/or companies
 - It does not account for the free meals provided to current year graduates
 - It does not account for discounted tickets for officers and committee members
 - It does not consider additional collection through penalties on late ticket purchase, the value of dance-only purchases, or the revenue generated by allowing non-attending to financially sponsor a student’s meal.
 - Brent will reevaluate ticket prices in January prior to sending out invitations.
 - Tickets will go on sale March 1, 2014 and will be made available through returned paper registration with personal checks, or electronically via pay pal on the alumni association website.

Banquet Planning Notes

- **Brent to coordinate possible memorial event at banquet for Joshua Birchfield if the Class of 2004 wishes to conduct one.**

Submitted to the Membership

Approved/~~Disapproved~~

Karen Dudeck
WAAI Secretary

Brent Carter
WAAI President

Attachments

- 1) Sample Invitation
- 2) Notes from Meeting with Scholarship Committee

THE WESTVILLE ALUMNI ASSOCIATION

98th Annual Alumni Banquet

June 28 2014 - 6pm to Midnight

The Pine Grove Banquet Center

4293 N. US 35 LaPorte, IN

Honoring All Classes ending in "4 "and

Introducing the Class of 2014

Ticket purchase and donations may be made on the association website at www.westvillealumni.com, or by returning the bottom of this card with your check to: WAAI - PO Box 461 Westville, IN 46391

TICKET PRICES

_____ Dinner & Dance Couple \$70.00 _____ Dinner & Dance Single \$36.00
_____ Dance Only \$10.00 _____ Graduate Sponsorship \$20.00
_____ WAAI General Fund Donation
Total Amount Included \$ _____

Ticket availability at the door may be limited and will include a \$10.00

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How did you hear about this year's banquet? () Post Card () Website () Flyers
(Check all that apply) () Other Alumni () Facebook



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**Please register with our
website to help
reduce direct mail costs
www.westvillealumni.com**

*WAAI – Advancing Higher Education in Our Home Town
A Federal 501c3 Registered Non-Profit Organization*

Notes from December 7, 2014 Meeting with Scholarship Committee

Participants: Brent Carter, Mike Bell, AJ Pilarski, Jack Bacon, Steve Bacon

- The committee would like the banquet planners to consider the following
 - Reinstatement of the “Pass the Hat” function at the banquet – Major Fund Raiser for the Scholarship Fund
 - Reinstatement of introduction of classes with emphasis on the newly graduated class (Note: already reinstated)
 - Continuing funding current year graduate dinners
- Committee members inquired about repairs to the website and agreed with the importance of the website working correctly
 - They also wanted us to consider having a portion on the site set aside for memorials for passing members and other news
- The committee stated that it was vital for Brent to get back on Facebook and put the past behind the association. Again, pointing out the non working website, they stated that this and emails are the only source of communication right now. (Message sent December 7 on FB. Email will have to wait until I return from Business Travel- Address list is not on laptop)
- Mike Bell is considering sending a personal note out to each of the graduates from honored classes soliciting donations and trying to promote attendance to the banquet
- The committee is considering moving delivery of the scholarships to the regular school event held for all scholarships. They will continue to recognize the recipients as part of the banquet and attendance at the banquet will remain mandatory to receive the funds.
- ***Brent owes Mike Bell listing of all graduates of the honored years from the database.***
- The committee recommended soliciting donations from the following large businesses:
 - LaPorte Savings Bank
 - Family Express
 - Dollar Store