

Child Advocacy Center of Huron County
Advisory Board Meeting Minutes
July 13, 2017
Noon - HCMCF

Elizabeth Herd, MJ Mills, Karissa Schrader, Michelle Wierzbicki,

Karissa reported she spoke with all the Police Chiefs about linkage agreements and received unanimous support. The Bad Axe Chief is also a rotary member and will add the CAC fundraising event to the agenda for their next meeting. The Harbor Beach Chief offered to contact Dow on behalf of the event. The Kinde Chief is also the director of emergency services in Huron County and will promote the event. Karissa plans to speak with more local police and the Sheriff about linkage agreements.

Elizabeth reported Maggie Devlin of MiNCA paired us with a mentor. Elizabeth and Cindy Morley, CAC Director of the CAN Council Great Lakes Bay Region, signed a one year mentor agreement – monthly contact with a minimum two in person meetings within the year. They will have their first meeting on the 27th of July after the CTF Regional meeting in Saginaw. A few questions posed by the Advisory board for this meeting include:

- Assembling the Board of Directors – Who is required? Minimum/maximum number?
- By Laws
- LE Linkage agreements – possible template?

Elizabeth met with Director of the HCMCF, Keith Miller before the meeting – we may store items for the office in the office/interview space prior to opening – Elizabeth is donating chairs purchased, MJ has a table – we are trying to find someone with a truck that may help transport the table to the HCMCF – it won't fit in either MJ's or Elizabeth vehicles. Keith is relocating the desk in the office, but may have another to replace it.

Michelle, chair of the CAC fundraising auction/dinner, reported on progress of the fundraising committee. The committee has met twice since the June Advisory board meeting; June 22nd and July 6th.

Michelle met with Verona Hills Golf Club and the date, time and the venue for the live and silent auction dinner has been set - September 15th 6pm. Dinner menu includes: Chicken – BBQ pork – red skin potatoes – California blend veggies – Tuna mac salad – spring salad – and a variety of desserts. Verona is donating the facility at no charge. Dinner is \$10.50 per person. They are also reducing the cost of table linens and set up from \$5 per person to .50 per person. With gratuity at 15%, the total per person cost is \$12.50. Tickets will be sold for \$20, with donors of cash and/or auction items offered tickets at a reduced cost of \$15. The evening is planned as follows:

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- Cocktail hour (cash bar) Silent Auction browsing 6-7 pm
- Dinner 7-8 pm
- Live auction begins at 8 pm - ?

The committee worked on the solicitation letter for businesses to donate cash or auction items, as well as invitations and a flyer (see flyer attached). The board went over these today and Elizabeth will make minor changes noted. **The fundraising committee plans to meet again on Monday, July 24th to address and stuff envelopes for mailing. Please attend this meeting to help if you are able – Green Clean Bean in Bad Axe @ 4:20 pm - ?** The goal is to have all solicitation letters and invites mailed out July 25th. Michelle and Elizabeth are putting the list of businesses with addresses together, MJ is sending her list from Safe Place to Michelle, and the CA/N Council golf outing list was also suggested. Michelle is putting all addresses in label format and will send to Elizabeth to print. Elizabeth will purchase labels and make a spreadsheet with all business names, addresses, donation, etc. to make next years' event easier. Karissa and Michelle are developing a list of key people with addresses for invitations. Elizabeth will contact McKenzie Price from the HCCF for a list of potential donors we may invite. Michelle created a FB event page and will also contact DTE for possible donation.

Karissa has a connection with the Tigers for corporate donation and will follow up on that. Elizabeth contacted the Detroit Lions and will also contact the Red Wings.

We need to find a space to store donated auction items until the event. If anyone has a secure location for this please contact Michelle or Elizabeth.

Per Karissa - Kenzie Will offered to contact Clark Ramsey of WLEW to be our auctioneer, and Elizabeth is stopping by the Print Shop in Bad Axe to inquire if they will be willing to donate services for the event - Shannon Engel (per Karissa) offered to ask her folks from the Minden City Herald to donate services if the Print Shop cannot. They may also advertise the event in the paper.

A flyer will be sent to WLEW, the Tribune and the View – **we are asking all members to promote the event by printing and distributing the flyer, and share the event page on FB. Once tickets are printed, we ask that you arrange for pick up of a quantity to also sell tickets to the event. An email will be sent when tickets are available.**

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Elizabeth has a musician contact to possibly arrange for music during the cocktail and dinner hours. She will also request assistance from CA/N Council Treasurer, Heather Drabek to get the Square.com set up to receive donations via credit card the night of the auction.

Possible speakers: MiNCA Director, Tom Knapp and Pros. Atty, Tim Rutkowski (Elizabeth w/contact both)