



**AD HOC FUNDRAISING COMMITTEE MEETING**  
**Wednesday, April 19, 2017, 10 a.m.**  
**15506 County Line Road, Suite 102**  
**Spring Hill, FL 34610**

**Conference Call Number:**  
**727-233-8291 ext. 807**

**Committee Members Present: Pat McHugh, Chair; Jessica Weightman**

**Committee Members Present via Phone: Kathleen Casper**

**Coalition Staff Present: Jim Farrelly, Jak Jakubauskas, Sarah Mai**

**Others Present: None**

**I. Welcome and Call to Order – Mr. Pat McHugh, Chair**

Mr. McHugh called the Ad Hoc Fundraising Committee meeting to order at 10:14 a.m.

**II. Review/Approval, Minutes from February 15, 2017 Ad Hoc Fundraising Committee Meeting**

Mr. McHugh requested a motion to approve the minutes of the February 15, 2017 Committee meeting as presented; Ms. Weightman so moved and Ms. Casper seconded the motion. All were in favor with no abstentions and the motion carried.

**III. Updates/Discussion, Upcoming Events**

- **Spelling Bee**

- **Location** - The event will be held on Thursday, October 5, 2017 at the Concourse Pavilion. The rental fee will be \$750 and a \$150 deposit is required with a signed agreement to guarantee the date. The balance of \$600 plus any other additional fees such as \$45 for dumpster use will be due prior to the event. If the event should be cancelled the deposit may be returned, unless the Concourse changes its present policy on refunds. The facility has no kitchen, but walk-in coolers are available for an added fee. Utility stations on wheels are available; a metal trough is also available to fill with ice to keep beverages cold. The Concourse has no grills and if serving beer or wine, a liquor liability must be included with the proof of insurance that will also be required. Since no tent will be erected and on-site parking is included, there will be no need to have an event permit from Pasco County.

Mr. McHugh stated he would use his restaurant's liquor liability insurance for the event.

- **Emcee** - Mr. Farrelly announced that Mr. Mike Fasano, Pasco County Tax Collector, has agreed to emcee the event. Mr. McHugh suggested putting Mr. Fasano's name on the sponsorship form and that Mr. Fasano may help to advertise the event by posting information within his tax offices.
- **Volunteer Recruitment** - Ms. Weightman stated the Board needs to be involved in this fundraiser. At the April Board meeting, she will distribute sign-up sheets to procure baskets and/or raffle prizes as well as volunteer sign-up sheets to assist with set-up, breakdown, auctions, etc. The event will be included on April's Board agenda with a follow-up report from the Committee. Ms. Casper stated she may have a contact to obtain sports memorabilia. Having an outside auctioneer to conduct the live auction was discussed.
- **Team Sponsors** - Updated sponsorship forms will be used to recruit teams and sponsors beginning at the April Board meeting. The Committee agreed that at least 15 teams would be needed. Ms. Weightman believes that up to \$15,000 could be generated by this event.
- **Raffle Prizes** - Ms. Weightman suggested that certain item(s) be raffled off such as a TV or autographed sports memorabilia, event tickets, etc. were suggested. Multiple drawings should be held to sell more raffle tickets.
- **Children's Artwork** - Children's art will be requested as part of the live auction. During this auction, the YOTYC's November "Festival of the Arts" could be promoted.
- **Menu** - Chicken, hotdogs and hamburgers were on the menu at the last event. Ms. Weightman suggested BBQ chicken and pulled pork with sides such as coleslaw and potato salad. Also mentioned were beer, wine, water, sweet and unsweet teas instead of sodas.

Ms. Weightman stated she is willing to task each Board member to either sponsor a team or make a donation. Mr. McHugh stated he has a contact who will solicit items on behalf of the Coalition. He also suggested contacting the *Tampa Bay Times* and local chambers for advertising space.

Mr. McHugh moved that the Committee move forward with holding the Spelling Bee event; Ms. Weightman seconded the motion. All were in favor with no abstentions and the motion carried.

A sponsor letter will be created and the rental agreement will be signed and the deposit check generated. The insurance coverage will be obtained. The Committee also discussed volunteers that would be needed for the event:

- Set-up Decorating - 6 individuals
- Check-in/Registration - 2 individuals
- Silent Auction - 2 individuals
- Live Auction - 3 individuals
- Raffle Ticket Sales - 4 individuals

Mr. McHugh stated at the April Board meeting, he would provide the Committee update and then request Ms. Weightman discuss the Spelling Bee. Sign-up sheets to obtain raffle and silent auction prizes will be created to pass around as well as volunteer sign-up sheets.

Also discussed were the “cheats” or the balloons used at the last event and teams running out of “cheats” could purchase additional “cheats” to stay in the competition. Drinks will be available for a donation after the dinner/drink tickets have been expended.

**IV. Schedule Next Committee Meeting Date**

The next meeting was scheduled for Wednesday, June 21, 2017 at 10 am.

**V. Public Input**

None.

**VI. Adjournment**

This meeting of the Ad Hoc Fundraising Committee was adjourned at 10:50 a.m. without further discussion.

Respectfully submitted by,

Ramute “Jak” Jakubauskas,  
Administrative Assistant I