

COVNA Executive Board Meeting
November 14, 2022, 6p – Virtual (via google meet)

1. Call to order & Attendance - 6:04: Michelle, Ron, Will, Denise in attendance

2. Holiday party planning:

a. Food:

Michelle found a burger truck who is available, Ron reminded the group that Casa G's was for 100 people, \$10/head, beer/wine on your own tab, included a buffet and tea and water, chips and salsa, guesses we were at about 100 people last year, Texican maxes out at 50 people, Last year, Taco Baby cost \$1800 plus gratuity for a total of \$2000

Michelle stated that she's been speaking with the owner and the estimate is \$1500 for burgers for 100 people, plus \$350 to haul the truck down here plus gratuity, get here by 1pm, start serving by 2pm; the product is good, for 100 people,

Ron asked if there were any sides offered to go with the burger. Michelle does not know, but will ask; Denise pulled up previous minutes for last year, confirmed that Taco Baby was at the party from 1p-3p

All agreed it would be BYOB, but COVNA will provide flat water and kid drinks. Michelle reminded the group to make sure we have enough flat water for the kids - at the NNO event, we ran out and only had sparkling water left.

Ron suggested that if the burger truck falls through, we can get a catering order from chipotle, truck is a burger and barbecue situation;

Michelle stated she will bring a donated cooler of beverages

b. Location:

Michelle confirmed with Veronica that the lot was available; Michelle offered to personally pay Ken to mow/clean up the lot ahead of the party

c. Sponsors:

Denise asked about sponsors. Michelle stated that KC is interested, and asked for volunteers to review the spreadsheet of businesses that Katy shared previously and ask for sponsors. Michelle will confirm the cost/commitment from the burger truck, and Will and Denise will split up the list and reach out to the business owners to ask for sponsorship once we know the costs.

All agreed to ask sponsors for a check to offset the cost of the holiday party; Ron will handle receipts, preference is for checks

d. Announcement:

Michelle working on announcement in Canva with date and time and other details.

Will asked about a rain plan. Michelle stated that it wouldn't be the first time we had a rescheduled date; Will suggests we review the contract for the burger truck to look for some kind of rescheduled clause due to weather.

Michelle to ask about rain plan, sides, and cutlery

Denise says if they don't do sides, we can do the variety of chips from costco

e. Election transparency

Matt is doing the website, in case Blake can't do it; we'll worry about that later

Denise asked Michelle to send her the event flyer to send by email and to include info about when to run

ACTION ITEMS:

-Michelle to firm up food truck & clarify details (cutlery, sides, rain plan)

-Michelle to finalize Canva announcement flyer

-Denise to purchase water and n/a drinks for the meeting

-Will and Denise to reach out to neighborhood business owners to ask if they'd like to sponsor the party

3. Future meeting dates - *December 13 - hosted by Will, newly elected members invited*

4. Adjourn - 7:14p