

DAWC Charity Bazaar Committee Meeting Minutes
November 4, 2006

Attendees: Star, Herbenia, Lori, Rima, Liz, Maria, and Ratna.

Here are the meeting minutes and action items from today's Christmas Celebration committee meeting. A lot of decisions were made and action items assigned, so please read carefully through the email for your name! Thank you to Star, Herbenia, Lori, Rima, Liz, Maria, and Ratna for attending.

Refreshments - Meredith will talk to the ARA about providing a grill at the venue for hamburgers and hotdogs. Liz will talk to Dominous Pizza about selling pizzas. Lori will talk to Mondira Restaurant. Ratna will talk to a caterer of Indonesian food. And Star will talk to Movenpick. These vendors will be treated the same as the handicraft vendors and charged the 2000 Tk table fee, and all proceeds will go to the vendor.

Vendors:

- 1) Rima will talk to Transcom (owner of KFC and Pizza Hut) about possibly making a cash donation to help raise money for the event. She will also see if they would like to contribute to the door prize by donating a gift certificate.
- 2) Meredith will talk to Juditha and/or Shilpa about having Kazi and Kazi Tea donate tea and set up a booth for the Tea Garden.
- 3) Laura Bonapace will check with some of the art galleries to see if they would be interested in setting up a booth.
- 4) Meredith will talk to Society for Promotion of Bangladeshi Art for same, and to see if they could donate a door prize.
- 5) Rima will approach some art college students and contacts in garments industry .
- 6) Star will talk to contacts in garment sector.
- 7) Liz has secured commitments from the following vendors and/or donors – KO-Mart, Legacy, Good Luck, Nestle, and Sura. Liz will also follow up with the Salvation Army.
- 8) Meredith will approach Pollywog.

Decorations - Rima spoke to Banani Decorators, and they charge 50 Tk per 3' x 6' table (includes table cloth) and 6 Tk per chair. She will also talk to them about putting up a partition to block off half of the AIS/D field. Liz will talk to the vendor that is providing tables at her church's function so that we can compare prices to Banani Decorator. If the second vendor provides a cheaper rate, then Liz will contact Marie Manzie, CLO at the US Embassy, who will pass on the name to the security office for clearance.

Vendor Table Fee – 1000 Tk for NGOs, 2000 Tk for commercial business. However, some NGOs may not be able to afford the 1000 Tk fee. In that case, the DAWC member soliciting their help should use discretion in lowering the table fee to 500 Tk.

Security – Rima will talk to Nick in the security office at the US Embassy regarding security issues at AIS/D.

Venue and Time – The event will run from 10am to 4pm on Friday, December 8th at AIS/D. Ratna will talk to her husband and/or AIS/D PTA to confirm plans with the school. Topics should include confirmation of vendors, availability of bathroom facilities, and access to electrical outlets.

Donors – DAWC members should check will business contacts for cash donations to help raise money for charity if they cannot provide a door prize. Star will see about donations for water.

Children's Party – Meredith will talk to Sharlene about volunteer needs and nail down all available activities. The following have been volunteered to be Santa in 2-hr shifts: Craig Meisner, Gene George, Evan Cary, and James Corbin. Herbenia will approach the Girl Scouts for volunteers. Preferably, it would be nice to have some volunteers dressed as elves, particularly the ones working with Santa.

Santa pictures – Ratna will order enough Polaroid film; any leftover can be used for later events. Juditha was volunteered to coordinate the picture-taking volunteers.

Entrance fee – The entrance fee was lowered to 100 Tk per person (adult and children) because there was concern that people would be turned away by the higher price of 300 Tk per adult. The cost of the ticket includes all the children's activities and games. Children under 3 are free.

Volunteers – Meredith will draft an email for Juditha to send to the entire club that outlines the areas where volunteers are needed and shift hours. Maria Manzie will get the word out at the embassy for volunteers.

Next meeting: Since we didn't decide this at today's meeting, may I suggest Tuesday, November 14 at 5:30 at the ARA restaurant?

**** Please send me names and contact info of any vendors or donors that you have lined up for this event, or any future DAWC event. In addition to keeping track for the Christmas Celebration, we would like to invite donors to the check signing ceremony at the end of the year to promote DAWC's presence as a legitimate charitable organization.

Submitted,
Meredith Farruk