

Attendees: Ratna Cary, Judy Greene, Meredith Farruk, Star Faruque, Rima Khan, Maria Manzie, and Juditha Ohlmacher.

Meeting called into order at 5:00 p.m.

Judy Greene asked what percentage of funds is traditionally spent on charity. Ratna reported that on average 70% of DAWC funds are given to charity.

Ø Bonfire Details:

- § Meredith reported to Rima that Delia, Manager of the ARA, wishes to be informed of the Bonfire details. Rima said she would speak with her.
- § Juditha O. informed everyone that Niblet Mendez of Omni music would be donating a keyboard for use at the Bonfire, and that Ann Reed of Cantemus was willing to play the keyboard.
- § Rima said she is compiling a list of names of people who are not ARA members to give to the ARA front security. Juditha O. and Maria M. said they would lists of additional names.
- § Rima said she hasn't been able to meet face-to-face with Jahangir of the ARA yet, but will do that soon. She is also taking off all-day Thursday to coordinate.
- § Rima stressed the need for volunteers:
 - Monitor the food tables.
 - Monitor the fire
 - Take money
- § DAWC is providing: Pizza, Hot Chocolate, Wine. ARA is giving: popcorn & water.
- § Rima asked whether we can also provide eggnog as many people were asking for it. To offset the costs of the party we could also charge extra for it. Juditha O. suggested that we also charge for the wine and that people would understand that even though it was advertised as a free event some things could be individually charged for. Also charging for wine would also help control who gets it (no under-age drinkers). Others agreed.
- § Rima asked how much we would charge. It was decided that we would have to find out how much the ARA is charging us first and then we will charge more.
- § It was decided to sell chits or tickets at the front rather than have the tables collect money. It was also decided that the eggnog and wine tables be separated completely from the pot-luck tables.
- § Rima asked if we can also sell pies the same way. All thought it was a good idea but again would have to find out the costing.
- § Who is providing cups and plates? Rima will speak with Delia regarding 100 cups for wine + 100 for hot chocolate, as well as forks, napkins and knives.
- § Rima volunteered to contact Niblet Mendez of Omni to pick up the keyboard.
- § Juditha O. asked about Mosquito protection. Rima said she would look into coils or torches.
- § Rima wanted 2 ARA bearers to help out, but the board was concerned about cost. Juditha volunteered to pay for the bearers as a donation to DAWC.

§ Rima wondered whether we should advertise the event to the British as well. Maria M. and Juditha O. were against the idea, it should be word of mouth only. Issue was left undecided.

Ø Children's Party Results:

§ Ratna reported that the Children's Party had 201 paying guests. Results were:

Tk.	20,200	Income
Tk.	17,000	Costs
Tk.	3,200	Profit

All asked what could have cost so much. It was determined that the Polaroid photos with Santa were the highest expenditure. There had been no charge for photos, as there often is. This severely ate into profits.

Ø Caroling at the Ambassador's:

§ Maria M reported that she has ordered: banquet tables, 20 small round tables (seats 6-8 people), 120 chairs, 120 plates and silverware. She still needs to order punch cups & drinking glasses. The piano has been tuned, and the PAO (Public Affairs Office) will do a sound system for both indoor caroling and outdoor music.

§ Juditha O. reported that Ambassador traditionally supplies Coffee and Water, and paper napkins. Maria M. said she would look into the Napkin issue.

§ Juditha O. gave the information on the City Decorators to Maria M.

§ Rima strongly suggested that the doors be kept firmly shut and policed by staff so that no children can go back inside the house and make mischief.

§ Ratna confirmed that her husband Evan will be Santa this year. Where will Santa sit? Maria M. will arrange a chair. It was determined that he should sit across the lawn where the caroling used to be held, separate from the food. There will be a "Santa Queue" which will need monitoring (2 helpers).

§ Tree will this year be on a 4-foot cube to protect it from the dog.

§ Maria M. has already made arrangements with Simona Popova, and has made a song list already.

§ Non-DAWC AIS/D teachers will need to have paper invitations given to them by the Embassy and there names be given to the front gate so they can also come.

§ Tips for Ambassador's staff: Maria M. had a note that DAWC has given tips, but wasn't certain it was necessary because the staff are already paid to do exactly this kind of job. Judy G. said she thought that they even got overtime pay. DAWC would like to keep costs down but also doesn't want to upset future relations with the Ambassador by quibbling over a few hundred takas. Maria said she would research further and give DAWC her recommendation.

Maria Manzie and Judy Greene then left the meeting.

Ø Bonfire Schedule:

§ Rima and the board settled the scheduling of the Bonfire:

6:00 Welcome w/ drinks of Hot Chocolate (free) and Mulled Wine (need person to man the wine table and sell chits).

6:15 Caroling begins

7:00 Caroling ends and pot-luck food begins. Table for Eggnog and Pies open.

7:15 Marshmallow Roasting begins

Rima Khan then left the meeting.

Ø Spring Charity Bazaar:

- § Juditha brought up the issue of selling Raffle Tickets at the Bonfire and Ambassador's Caroling. This would mean printing the tickets right away, which means a decision on ticket prices. It was decided to go with last year's amount: 50 Tk each and 500 for book of 10.
- § It was also asked how many to print – last year's records were brought out by Ratna and consulted. One spreadsheet quoted Tk. 3,900 for printing 400 books, however the actual bill from the printers was found, and it said only Tk. 1,800. Juditha took the receipt so she could use it for bargaining power with the printers.
- § Ratna reported that last year at total of 2,800 Raffle Tickets were sold. At 10 tickets/book, that made 280 books sold.
- § Juditha reported that Radio Today would do ads for us for 560 Taka for each 30-second spot. This is a reduction from the regular price of 1200 Taka.
- § Meredith said she would like Radio Today to actually broadcast from the bazaar, perhaps from 12-2 pm. Juditha said she would ask her contact.
- § Star said that those donating water would like to know how many bottles we want? It was decided that 3,000 would mean approximately 2 bottles per person.
- § Admission last year was approximately Tk 50 for adults, 20 for kids. Considering the amount earned from admission, Ratna and Meredith estimated perhaps 1300-1500 tickets were sold.
- § Meredith asked whether we would want to limit our number or kind of food vendors, as Khazana had suggested that they wanted to be the only Indian Food vendor. Star explained that at this embryonic stage it does not make sense to place limits on anything.
- § All insisted that money from Handicraft vendors MUST be collected in advance. No money is to change hands between DAWC and the vendors on the day of the event.
- § Vendor Fees are:
 - 3,000 Food Vendors
 - 2,000 Commercial Vendors
 - 1,000 NGOs
- § Meredith asked which the posters should be put up. It was agreed that the second week of January (Monday the 15th) was our target date. Supi will be doing bake sale posters.
- § Should we have a Book Stall? Meredith said she would talk with Maria Islam and ask her to organize.
- § Ratna said she is OK with her house being a drop-off point for any donations.
- § Meredith reinforced that those who are collecting garments must organize getting them to the event themselves. Star said she would determine garment prices with Liz Corbin.
- § It was asked should we have a "White Elephant"? No one liked the idea. Ratna said these things had to be dedicated, like a dedicated Garment Sale which in the past had been a huge success. Juditha suggested doing a dedicated sale instead of a Spring Mardi Gras fund raiser if we are running too ragged.
- § Entertainment: So far thoughts were to get Radio Today to broadcast from the event, a Karate Demonstration (through Lori Walsh), and perhaps the Middle School Brass Band. Ratna said she will ask Steve Arrastia about the brass band.

- § Kiddie Korner: Meredith asked a Bouncy Castle which would cost a lot, unless it were donated? Star thought that games could be held in the Primary Well, with little prizes like pencils, erasers, etc. People would buy chits to play the games.
- § It was suggested that we have the Girl and Boy Scouts help out by creating and running kids games, perhaps for a badge. Star said she will ask James Corbin about the Boy and Cub Scouts, and Teresa Arrastia about the Girl Scouts. Juditha would ask Jennifer Magness about the Brownies.
- § Meredith asked whether Kazi and Kazi Tea is still interested in doing the Tea Garden? Juditha said yes. As Liz Corbin is in charge of this event she will have to get back to Juditha with details.
- § Juditha agreed to go around and post all posters at the list of venues.
- § Meredith asked Juditha to design the posters. Juditha agreed. Meredith also asked that it be sent in email-able version for inclusion in email newsletters.
- § Star will ask ISD for all the things we must pay for in advance: security, water, electricity, etc. Large garbage bins are also necessary.
- § Medical Station: Ratna suggested asking Linda Christensen who is the wife of the new Embassy Doctor and who herself is doing her residency. Ratna agreed to contact her.
- § Vendors: 1 Table, 2 chairs, but would we also have table cloths? All thought that was necessary.
- § Star reported that nothing would be held outside in the field, everything would be inside, except maybe the bouncy castle.

At this point Juditha took a phone call from Rima who gave more information on the Bonfire and asked for decisions to be made by the Board:

Ø Final Bonfire Details:

- § Rima called from the ARA to report that pies would cost \$4, with 10 slices. If we sell each slice for Tk. 50, then we will make a good profit. After speaking with Gilbert, she did not have the actual cost of the Eggnog or Wine, but they reassured her that if we charged Tk per cup they would price them so that we would make a profit.
- § Rima then ordered the Eggnog, Wine, and Pumpkin and Cinnamon Apple pies.
- § It was determined that we would need an ARA bearer at the wine table for 2 hours, and an ARA bearer at the pie table for only 1.
- § Rima requested non-negotiable help from the board members to man the other tables.

Ø Next Meeting:

- § Next Meeting will be Friday, January 5, 2007, at the ARA, at 1:00 pm.

Meeting adjourned at 7:45 p.m.

Respectfully Submitted,

Juditha Ohlmacher
Secretary