



**Planning Meeting Minutes
Saturday August 1, 2020 Zoom Call**

Members in Attendance:

Margaret Kyle, Jo Gardner, Ethel Bowman, Martha McConnell, Cecilia Smith, Arlene Beasley, Tracey Richardson, Lillian Lawrence, Dorothy Williams, Rachel Lewis, Princella Wilson and Joyce Fagan

Absent: Odessa McDonald, Debra Calloway

9:00 am Opening Prayer by Martha McConnell

9:10 am Reading of mission statement and purpose – All

Ground Rules and Procedures – covered in e-mail

9:15am Treasurer's Report--given by Cecilia.

Operating balance: \$2,211.80

Scholarship balance: \$11,406.26

Pacette balance: \$1,067.29

Account balance: \$14,685.35

Cecilia stated that deposit on 4/13 s/b from the operating fund not scholarship fund. Treasurer submitted a detailed financial report overview for the previous year.

- ❖ Audit Report – set for October. President will appoint an audit committee at the September meeting.
- ❖ Committee Budgets - budgets were submitted via email for Gala, Read-In, and Luncheon.

9:30am **COMMITTEE REVIEWS**

Scholarship Awards Process

Tracey Richardson agreed to be scholarship chair for recording secretary. Tracey will keep procedures in place. Specific language on race and gender to be added to application form. Application will be posted on web site October 31, 2020 until January 31, 2021, 11:59pm. Only Rachel has volunteered to be on Committee. Will need other reviewers to volunteer by the November meeting.

Scholarship Luncheon

Cecilia submitted a detailed report via email. Theme is "It's Time to Walk into Our Destiny". Tracey to do the program again. Dorothy and Lillie volunteered to do registration. Rachel volunteered to help. Tickets will state the tax deductible amount of \$16. If there is no luncheon, what else can we do?

Christmas Gala at the Crowne Plaza on Dec 4th. Ticket price is \$65.00. 80-100 guests. Up to 10 rooms for \$89 each. There will be 2 complimentary rooms. Need volunteers for Silent Auction. Menu to be determined. Martha will do decorations. Debra will contact DJ. Currently cost for Gala is \$3500 plus \$300 for room set up. Deposit 25%, \$1,273.00. Additional payments Oct 4 and last Dec 4. What is plan B if there is no gala?

Historian Report - Odessa was not on the call.

Website-Wix: auto renewal is up for payment on 8/21. Tracey will take care of payment.

Lost zoom connection at 9:40am - reconnected at 9:45am on second zoom. Ethel and Princella did not return to the meeting.

MLK Parade - Lillie will coordinate. She submitted budget of \$50.00. The parade is scheduled for January 16, 2021. Signs are OK.

Rachel submitted a report for the Read-In. Budget for 2021 is \$250. Rachel stated that \$10,000 be budgeted for scholarship awards.

Community Outreach - Salvation Army is scheduled for Sept 26 at 4:30pm. Will be looking to adopt a family from Salvation Army. Rachel and Cecilia mentioned collecting toiletries for Metrocrest Service Center in Carrollton. Rachel will lead and would like to collect monthly. Any other ideas for community outreach contact Cecilia as soon as possible.

Fundraising ideas - donation letter (Cecilia)

Face Book fundraiser (Cecilia)

Above and Beyond on dues (Cecilia)

New Song church scholarship donation of \$3,000 that Rachel solicited. It will be an annual contribution per Rachel.

Holiday donations for fundraiser

Use a donation letter for different donation requests.

Martha will sell Holiday boxes on face book. Proceeds will be donated to the scholarship fund.

President Margaret had to leave at 10:10am. VP Martha was in charge of meeting.

Pacette Report - Rachel will be the advisor. Martha will no longer be an adviser. Princella and Ethel will also be advisors.

Tracey made a recommendation that we vote on making Roxanne Forster a life member of PACE as well as naming a scholarship in honor of Roxanne, every year. Will vote at the next meeting.

Cecilia stated she appreciated all the help and support Martha has given to the girls and to the Pacette organization. Tracey and Rachel appreciate all Martha has brought to PACE.

Reviewed 2020-2021 Events Calendar

Next meeting September 13, 2020, location to be determined.

Closing Remarks by Martha

Closing prayer by Cecilia

Meeting adjourned at 10:22 am.