**Barrister’s Ball Meeting Minutes March 2nd**

**Present:** Isidro, Jenna, Rebeca, Mariela, Chris, Jacqueline, Andrew, Jimmy, Ashely, and Navpreet.

**Absent:** Kristine and Nour

**Tickets Sold**

* Quantity Sold = 135. Chris was wondering if this number equals tables or just seats. Rebeca confirmed that this includes tables, so the total seats sold.
* SBA Members attending? Please let Rebeca now if you are planning to go or if you might need
* There are people in Admin that are needing to purchase the tickets, Rebeca is handling that on Monday.
* Rebeca’s personal goal is 180 tickets
* Rebeca’s dream goal is 200 tickets
* Many of the students’ tickets have been purchased by 1Ls.

**In-Person Sales sign-up**

* Rebeca asks that the members sign up for 1 shift if possible (at least 1 shift)
* She encourages that we take up some morning shifts as we haven’t had any morning sale dates during the
* Rebeca will send out a link for in-person sign ups
* Andy volunteered for two morning shifts but asked about changing the time so that he can fit them in his schedule.
* Rebeca is considering the suggestion made by Isidro about holding a Saturday sale date this upcoming weekend.
* March 10th will be the last date to purchase tickets since that is the day we need to let catering know the final number.
* Are people purchasing tickets the day off? Rebeca thinks that day off sales isn’t possible.

**Vendors**

* Photographer is confirmed and we just need to pay the remaining 50% on the day of the event.
* Catering is also confirmed. The remaining balance of 50% is to be paid by March 10th.
* DJ and Photobooth are still pending. The remaining 50% will need to be paid March 10th. The first 50% of the balance was sent to the DJ last month.
	+ Isidro is concerned with not having the vendor confirmed. He can take on the responsibility of communicating with them and getting this contract finalized.
	+ Mariela pointed out that we have put down 50% so it’s looking like we are pretty in this but if we haven’t confirmed anything we should reach out and make the decision on whether we are staying with them or moving on to the second choice as we are heading close to the event.
	+ Rebeca has more information down the line in this meeting. She will be meeting with the DJ company to confirm the contract this upcoming week. The contract has been drawn and has been sent to Isidro.
	+ Isidro says we should have it down by Tuesday and does not mind speaking with the vendor and handling this situation.
	+ Navpreet also pointed out that we should look at the confirmations with each vendor to see what time they are planning to start setting up so that we don’t have guests at the venue and the vendors are still setting up. She suggests having them arrive at least hour before you need them there. She also suggests that we have a person there letting them how we want

**Awards**

* Winners of student of the year have been selected.
* There are a total of 7 awards ordered this year, as there was one tie but every person in that class voted.
* Rebeca is currently determining who will announce the awards. It is looking like Dean Atkinson might be able to announce the awards.

**Sponsors**

* We have four total sponsors:
	+ The Dhillon Family
	+ Modern Legal PC
	+ Lisa Smittcamp (Fresno DA)
	+ Fitzgerald, Alvarez, & Ciummo

**Gifts to Sponsors**

* Gifts
	+ Thank you cards
	+ Two bottles of wine
	+ Stemless Wine Glass
	+ Sweet Treats?
* Isidro is wondering what the sponsorship gift and table is going to look like. Above are the suggested gift items.
* The sponsors will also be advertised throughout the event. Rebeca will give them a shoutout in the introduction speech and with the availability of audio and visual at the venue, we can show the logo for the majority of the first half of the event.
* Chris was wondering if we need to let the sponsors know to provide logos or promotional material or are we getting the information ourselves. Rebeca says she has the logos, but we can ask the sponsors if they wish to provide any additional information/logos.
* Navpreet was wondering if we need more sponsors. Chris says the problem is trying to fill up the tables if we get more sponsors as we currently have a few empty seats on the sponsor tables we already have. Rebeca hadn’t thought of this and said it could be an option.
* Ashely is wondering if we sold tickets at the door and fill up the sponsors tables. Chris and Mariela had concerns with us already selling those sets and then reselling them as they have already been paid. It was then said that we won’t do this.
* Isidro is wondering what the current number count on those is attending the sponsor’s tables. Navpreet says her family’s sponsored table is full. Chris says that the Smittcamp table is donating 3 seats. More information will be sought out from the other two donors.
* Rebeca then moved on to the appointing people for the gift purchasing and assembling.
* Mariela and Jackie can take point on creating the gift baskets for the four sponsors.
* Jackie suggests that placing the gift glasses on the table so that the sponsor tables look different from the others.
* Navpreet can make the decorations for the sponsorship grander than the other tables so that they can stand out even more.
* Isidro suggests that we have the donors’ gift and table situation finalized by Tuesday.

**Schedule**

* Rebeca’s suggested timeline
	+ 9 am -1:30pm for set up (with the goal of having it all down by 12 pm)
	+ 5pm -6pm Cocktail hour
	+ 6pm -7pm Dinner
	+ 7pm – 8pm Scholarship & Awards Program
	+ 8pm - 10:30pm Dance
	+ 10:30 pm -11:30 pm Clean-up
* Timeline will be discussed further during next week’s BB meeting
* Navpreet then is wondering if the seating is open-seating or assigned. Rebeca says that it will be open seating. Those who are at the sponsored table will be told where to sit at the check in tables.
* Mariela wanted to confirm that we are not singling out the DEI seating and will be allowed to sit anywhere they wish.
* Isidro is wondering what time the venue opens. Rebeca says that we have access to the venue at 7 am. Isidro suggest that the sooner the get there, the faster we can get home and get ready. Mariela agrees with Isidro and can confirm that we were all tired after setting up last year as we left the venue after 1pm. Rebeca and Chris said that the hope is that we are done by 12pm.
* Navpreet suggest letting the venue know to set up the liens by 8am the day of the event. She has previously held events there and that is something that they can do as part as part of the service for the venue.
* Rebeca says that she can ask and that she was also told that if the event has nothing scheduled the night before, we might be able to meet on Friday instead of Saturday to do the set up.
* Mariela is concerned to only do a set up on Friday. She suggests if we do set up on Friday, that we also have a few members (maybe those who are dropping off drinks and ice or a few others) to come in Saturday as well to make sure that Friday’s set up has not been altered or the weather didn’t mess it up.
* Isidro says that the weather is looking like we might not be able to use the outside portion of the event, and we should keep that in mind.
* Chris mentioned that graduation pictures are scheduled on the afternoon the Friday before the event and would likely have to go after.
* We can further discuss the set up during next week’s meeting.

**Delegation of Task**

* Rebeca is going to start delegating task.
* Navpreet has graciously volunteered with helping make the decorations. Isidro asked Navpreet if she needs help with any of the decoration setup. At the moment she doesn’t believe so, as she has a system down but given a torts midterm coming up soon, she might take up the offer of getting help. She will let us know as the date comes closer.
* Navpreet is wondering if she should maybe get some bigger vases to make the nicer centerpieces for eth

Motion to get bigger vases for the sponsorship. Proposed by Navpreet, Second Jimmy.

In Favor: All present

Opposed: N/A

Abstain: N/A

**Motion passed to get bigger vases for the sponsorship tables is Approved.**

* DJ Song List and Party? Rebeca is wondering if anyone wanted to take up the task of creating a song list. She thinks Kristine would be a great person for this job, but she isn’t present at the meeting and will ask her later. Navpreet suggest instrumental music for the cocktail and dinner hours. she also mentioned maybe a Topp 100 playlist for the dance hour. Isidro agrees with having a calmer first half and then dancing music after.
* Mark Enns will take care of the program and name tags.
* The thank you cards will be taken care of by the rest of the executive board. Isidro is already working on the thank you note and will send out to Jenna and Mariela to review. Mariela was wondering how the card will work, and if we need to individually sign the card. Isidro says it will be signed on behalf of all the SBA.

**Drinks**

* Chris says that he will be purchasing the drinks sometime this week before the event.
* Chris asks that Jimmy or Andy please help with the purchasing of ice. Andy says he can pick it, to just let him know how many bags to purchase.
* Andy has concerns about the ice melting, when would we need it. Chris can provide more information after seeing what the venue is providing and how much more the bartender will need. Might need quiet a few 20lb bags.

**Day of Tasks**

* We are not signing up today, we are just doing a discussion
* Please start thinking what you can do.

Budget

* Appetizers? Rebeca is working with Diana Skouti and her vendor to do appetizers for the cocktail hour. She is going to request $350 to spend on it.
* Alcohol Review, the budget originally $1,000. But there are some changes that we might need to make due to the list that was provided by the bartender.
* Rebeca says that the list is questionable, and the time needed to make the drinks might take up too much time.
* Chris suggest that we remove tequila sunrise as we already have two tequila-based drinks. It also requires additional ingredients that are perishable, and we could instead have ingredients that can last the SBA until next year.
* Chris, suggest we keep the paloma drinks and make with grape juice and switch the other tequila drink.
* There was further discussion about what drinks are better and which is more popular.

Motion to Remove Old fashion and Replace with Jack and Coke. Proposed by Chris, Second Andrew

In favor: All Present

Opposed: N/A

Abstain: N/A

 **Motion to remove the Old Fashion from the drink list and replace with Jack and Coke is Approved.**

Motion to remove tequila Sunrise from the Drink List. Proposed by Chris. Second

In Favor: N/A

Opposed: Rebeca, Navpreet

Abstain: Mariela, Chris, Jenna, Andy, Jimmy, Ashely

**Motion to remove Tequila Sunrise Does Not Pass**

**Decoration**

* Nonmandatory decoration meeting on Friday at 10 am
* Isidro has some concerns with making decisions about the décor the week before the event.
* Rebeca also mentioned that the venue is like the painted table where because it’s a professional venue, it’s already elevated and classy with little need for décor.
* Rebeca says that she already purchased décor based on a permission during January’s meeting.
* Isidro is asking Rebeca to please share the spending list so that we can get an idea of what we have and what the place is going to look like.
* Rebeca says that she has about 20 boxes of decorations and supplies of the event in her room as she can’t take anything to the law review room since the law review room will be occupied.
* Rebeca will be sending out the list with what she has purchased. She also commented that the venue itself is part of the décor and Navpreet additional stated that the venue itself is part of the decoration and that the venue has some things put up and set up through the venue that give the place a nicer feeling.

Motion to budget $350 for the appetizers for the cocktail hour. Proposed by Rebeca, Second Jenna.

In favor: All

Opposed: N/A

Abstain: N/A

**Motion to set aside $350 of the budget for Appetizers is Approved.**

Final comments

* Isidro summed up what we went over today and confirmed that polls will be sent via WhatsApp for any additional decisions that need to be made.
* Rebecca will be sending out spreadsheets as soon as she can by Monday.
* Mariela will be sending out these minutes to the group by the end of the day and will ask that the executive board proofread them so that nothing is missing.
* Next Meeting is on Sunday March 9th at 9 AM. Optional decoration meeting on Friday at 10 am.