



# City of West Allis

## Meeting Agenda

### Charity Gala Planning Committee

*Sub-Committee of the West Allis Community Improvement Foundation, Inc.*

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Wednesday, February 20, 2019

5:00 PM

City Hall - Room 128  
7525 W. Greenfield Ave.

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#### REGULAR MEETING

#### A. CALL TO ORDER

#### B. ROLL CALL

#### C. APPROVAL OF MINUTES

[19-0093](#) Gala Minutes (draft) of February 6, 2019.

Attachments: [GALA Minutes \(draft\) 02-06-19](#)

#### D. MATTERS FOR DISCUSSION/ACTION

1. [19-0011](#) Entertainment Subcommittee
  - a. Music
  - b. Fun Activities
2. [19-0012](#) Facilities Subcommittee
  - a. Catering/Menu
  - b. Zoofari Conference Center - room layout
  - c. Decorations
3. [19-0013](#) "Taste of West Allis" Sweets Table Subcommittee
  - a. Solicit for Donations (mid-March)
4. [19-0014](#) Fundraising/Sponsorship Subcommittee
  - a. Combined Sponsorship and Silent Auction Donation Solicitation Letter
  - b. Sponsorship Opportunities Information Sheet - finalize copy
5. [19-0015](#) Silent Auction Subcommittee
  - a. Software Suite Report
  - b. Business Selections for personal visits
6. [19-0016](#) Publicity Subcommittee
  - a. Promotional Flyer/Poster - Final Design Presented
  - b. Postcard Invitation - discuss distribution
  - c. E-Ticket Option and Printed Tickets
  - d. Event Promotion - report on status of social media, email blasts, websites, etc.

7. [19-0085](#) Finance/Administration Subcommittee

*a. Financial report when appropriate*

**E. ANNOUNCEMENTS/OTHER MATTERS****F. NEXT MEETING****G. ADJOURNMENT**

All meetings of the Charity Gala Planning Committee are public meetings. In order for the general public to make comments at the committee meetings, the individual(s) must be scheduled (as an appearance) with the chair of the committee or the appropriate staff contact; otherwise, the meeting of the committee is a working session for the committee itself, and discussion by those in attendance is limited to committee members, the mayor, other alderpersons, staff and others that may be a party to the matter being discussed.

**NOTICE OF POSSIBLE QUORUM**

It is possible that members of, and possibly a quorum of, members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information. No action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

**NON-DISCRIMINATION STATEMENT**

The City of West Allis does not discriminate against individuals on the basis of race, color, religion, age, marital or veterans' status, sex, national origin, disability or any other legally protected status in the admission or access to, or treatment or employment in, its services, programs or activities.

**AMERICANS WITH DISABILITIES ACT NOTICE**

Upon reasonable notice the City will furnish appropriate auxiliary aids and services when necessary to afford individuals with disabilities an equal opportunity to participate in and to enjoy the benefits of a service, program or activity provided by the City.

**LIMITED ENGLISH PROFICIENCY STATEMENT**

It is the policy of the City of West Allis to provide language access services to populations of persons with Limited English Proficiency (LEP) who are eligible to be served or likely to be directly affected by our programs. Such services will be focused on providing meaningful access to our programs, services and/or benefits.