



# City of West Allis

## Meeting Minutes

### Charity Gala Planning Committee

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

---

Tuesday, February 4, 2020

4:00 PM

City Hall - Room 128  
7525 W. Greenfield Ave.

---

#### REGULAR MEETING

#### A. CALL TO ORDER

Meeting was called to order at 4:06pm

#### B. ROLL CALL

#### C. MATTERS FOR DISCUSSION/ACTION

1. [19-0780](#)      Publicity Subcommittee
  - a. Event Promotion  
West Allis Community Improvement Foundation website is updated with event details. Ticket sales will be available online by tomorrow, and promotions have begun online.
2. [19-0781](#)      Facilities Subcommittee
  - a. Menu  
The menu will be Chicken Coq Au Vin , Slow Roasted Beef Short Ribs, and Roasted Corn Risotto Cake (vegetarian option).
  - b. Decorations  
The table decor will include ivory linens, black napkins, and gold centerpieces. Kohls Cares will be assisting with putting together the centerpieces.
  - c. Set up/Clean up  
Committee members typically get to City Hall by 9am on the day of the Gala to load up their vehicles with auctions items & decor items, and bring them over to the Zoofari to begin set-up.
3. [19-0782](#)      Entertainment Subcommittee
  - a. Music  
There are three band options at this time, one will be chosen by next committee meeting.
  - b. Activities  
We will be doing a candy bar raffle, wine/beer pull, photo booth, raffle, silent auction, and selling the centerpieces.
4. [19-0783](#)      "Taste of West Allis" Sweets Table Subcommittee
  - a. Solicit for Donations  
Ms. Beauchamp is once again running the Sweets Table, and will be volunteers to assist with picking up from businesses, setting up at Zoofari, and making sure the table is updated throughout the evening.
5. [19-0784](#)      Sponsorship/Fundraising Subcommittee

## a. Sponsorship Opportunities

The committee has received several sponsorship so far, and will have an update next meeting.

## b. Discuss Fundraising Activities

Ms. Wikenhausor will reach out to Miss West Allis to see if she would like to volunteer for an activity during the Gala.

6. [19-0785](#)

## Silent Auction Subcommittee

## a. Solicit for Donations

Solicitation letters will go out by the end of the month. And committee members will follow up with certain businesses.

## b. Determine Bidding Program

We will go with Bidding Owl again this year. The committee agreed to go live with the auction two days in advance so that attendees will have a chance to see what the auction items are before the Gala. Mr. Meyers recommended we have at least 2 volunteers per table throughout the evening.

**D. ADJOURNMENT**

**Meeting was adjourned at 5:07pm**



All meetings of the {bdName} 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.

**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.