

Office of Juvenile Affairs
2018 Santa Claus Commission
Wednesday, November 28, 2018
Regular Meeting
4 South Conference Room- 1:30pm

1. Call to Order
 - Recording of Members Present
 - Statement of Compliance with Open Meetings Act
 - Approval of October Meeting Minutes

2. Discussions Regarding 2018 Santa Claus Commission Event
 - Checklist for assembly & arrival expectations
 - Review timeline of assembly and delivery
 - Coordination of deliveries/ delivery teams

3. Financial Updates
 - Kim Gray presents money timeline for Canteen deposits
 - Finalize cost per kid
 - Turn in ADM-2 for Visa Gift Cards

4. New Business
 - Confirm pick-up date for Visa Gift Cards
 - Purchase of Candy Canes
 - 2017 Visa Gift Cards

5. Adjournment