Penn Scholar's Foundation

Minutes, Wednesday, March 11, 2004

The sixth meeting of the Foundation was held at the One Bar at One Exchange Square. Present were President, Daphne King and Secretary, Priscilla Chung. Regrets were sent by Treasurer, Victoria Powers and Vice-President Joseph Ferrigno. Also present, by invitation were: Peter Ferry, President of the Penn Club; Philip Leung, President of the Penn Parents' Group; Henry Lee, Angelina Bussinger Lee, Christophe Lee, and Linda Chang Ting.

2. It has been agreed to postpone the phonathon for pledges until 2005 and to proceed with arrangements featuring the Glee Club for fundraising purposes. Daphne has reserved a venue at the Helena May on Garden Road and the Glee Club has agreed to perform on May 22.

3. An invitation/sponsorship letter with a donation form was drafted by Priscilla Chung and was reviewed by those present. All agreed on the price of tickets (HK$1000 before May 1 and $1,200 after) and tables of 12 (HK$10,000 before May 1 and 12,000 after).

4. Christophe offered the assistance of his secretary to merge letter, print envelopes and do the mailing. Priscilla and Christophe will follow up with delivery of stationary and printing. The letter should be done by the next meeting for mailing to members and distribution to officers. Daphne requested that all officers send 10 letters to possible sponsors and asked for a list by the next meeting.

5. Peter suggested offering members a 10% discount to the event and it was agreed by email circulation after the meeting to give the discount only to those purchasing single tickets and not to those already receiving discounts by buying a whole table.

6. It was agreed that 8 auction items would be adequate. The following 4 auction items are confirmed: Shanghai Tang item, Kee Club membership, Wharton EMBA, Painting from Allisan Fine Arts.

7. Other suggested items included: Wines (Jaclyn to follow up), Dragon Air Package (Daphne to follow up), Presidential Suite at Shangri -la (Henry to follow up), and Rothchilde package (Peter Ferry to followup).

8. Raffle items confirmed were: Science workshop coupons, TV, Kate Spade (from Linda), and Fendi. Price of raffle tickets to be decided depending on what other items are obtained.

9. Others suggested: Dior & Tiffany's (Daphne to follow up). Daphne requested that those present should think of more items. Henry will try to get something from Cinne Cita.

10. Table prizes confirmed: Pacific Coffee coupons, Dr. Hauschka body lotion.

11. Priscilla to follow up on obtaining Penn things for table prizes.

12. Program for May 22: The 2 main events for the night will be the Glee Club and the auction. The event will be black tie. Daphne also suggested having a questionnaire about Penn for games.

13. Linda and Angelina will be in charge of decoration, design of program, invites and raffle tickets. Angelina will liaise with Danny Tsang for design and printing. Ideas suggested included black/ gold and silver theme for NY, NY.

14. Peter offered to follow up on corporate sponsors, including HSBC, Morgan Stanley and Goldman Sachs. Peter also suggested inviting the Penn Club in the Philippines to the event. He will follow up.

15. Daphne to follow up with Helena May regarding sound system for music since there will be no band or DJ as well as a projector to show slide show or to use for back drop.

16. Philip offered to publicize event to the Penn parents.

As there was no further business, meeting was adjourned at 7:30pm.

Time and date of next meeting: March 23, Tuesday 6:30 at Peter Ferry's office. (Daphne will send reminder with exact address)

Post meeting Note:

Daphne held a quick meeting on March 23 at Peter Ferry's office with a few members of the Ball Committee – Peter Ferry, Angelina Lee, Linda Chang Ting, Danny Tsang, and Priscilla Chung – and went over some of the details on the printing of programs and it was agreed that 200 copies would be printed with Linda and Angelina coordinating design with Danny. The design would use the NYC skyline either in four colors, cutout or film on top. A decision would be made after costing out the options. Linda and Danny Tsang would check with printers.120 copies of invitations would also be printed using a similar design. The printing of raffle tickets would also be costed and if it is too expensive, ready-made ones would be purchased. Daphne would ask the Glee Club for a photo to include in program.

Angelina suggested using big apples and other NYC trinkets for centerpieces. Linda would look into it while in NYC. Daphne will arrange for Linda and Angelina to meet with the coordinator at Helena May to check out the space for decoration purposes.

Angelina suggested asking SCMP for subscriptions for raffle prize and Daphne asked Henry to obtain both Cine Citta and Kokage dinner coupons. Linda will check with Gucci to see if they would donate a watch for raffle prize. Danny suggested asking UST for a free course as a raffle item. Daphne will followup with Dior and Tiffany's and Jaclyn Cho will followup on cigars and wine. Penn has not responded on table prizes and Priscilla is following up.

Christophe Lee has confirmed one platinum sponsor and Peter Ferry will send out additional letters of solicitation to large corporations.

Drafted by Daphne King
Submitted by Priscilla Chung