

Mabry Middle Foundation Advisory Board Meeting Minutes

Meeting Date: December 8, 2023

Location: Learning Commons

Meeting started: 10:07 a.m.

Attendees:

Kathryn Marek	Dena Loadwick
Mahafrin Mehta	Illana Burkhart
Mr. Tanner	Amalya Winters

Call to Order and Introduction: Mabry Middle Foundation (“MMF”) meeting called to order by Kathryn Marek at 10:07 a.m.

Secretary Report. Kathryn Marek presented the November 2023 MMF meeting minutes and requested revisions. There being no revisions, and motion having been made, the November 2023 MMF meeting minutes were approved and accepted into the records.

Treasurer Report. Mahafrin Mehta reviewed the current treasurer’s report. Total funds on hand as of December 8, 2023, is \$41,133.18. There are still a number of outstanding deposits and withdrawals that have not yet posted to CSF.

Principal’s Report. Mr. Tanner has indicated that the SPLOST department and CCSD agreed that we do not need a separate approval process to complete the brick project.

The STEAM collaboration days will take place during the second semester. MMF had previously approved the funds to cover the substitute teachers for these days, approximately \$5,000. There was a discussion about the process of repayment, and it was agreed that Mr. Tanner would submit a request for repayment from MMF once a month starting in January.

Communications Committee Report. No change from last month, the MMF website and social media channels are going well.

Sponsorship Committee Report. Ms. Semaan has asked if anyone has leads on a corporate sponsor for STEAM night. We need to pursue a sponsor, should make a social media post or E-Blast.

General Fundraising Updates. General fundraising continues to go well and new Birthday Marquee announcements continue to come in. Total birthday marquees to date are 71.

8th Grade yard signs will go on sale in January.

Old Business. The board discussed the ongoing landscaping project around the marquee. Now that we have confirmation that no SPLOST approvals are needed, we have reached back out to our previous vendor to get this job scheduled.

Kathryn Marek announced that we had received our EIN from the IRS. The next step is to set up a bank account. Mahafrin Mehta spoke to Truist Bank who offers “Community Checking” for non-profits that requires no minimum balance and no fees. Kathryn Marek & Mahafrin Mehta will be on the checking account as signers. We discussed the email received from Felicia Wagner on 12/7 regarding the process to separate from CSF. Mr. Tanner said that he and Casey Clark (Mabry’s bookkeeper) would look into what the required paperwork is with Financial Services at CSF. There was a general discussion that this may be a long somewhat difficult process.

The remaining 20 laptops for the school that MMF tabled for after the Haunted House was brought up. There was a general discussion that we might want to get this purchase made now instead of waiting until the new bank account was set up and the wait for the funds to transfer from CSF. The cost to purchase the remaining laptops would be approximately \$7,500. We discussed it and voted unanimously to proceed with the purchase of the remaining 20 laptops. This was the last major purchase the Foundation had on the big goals for this school year. Illana Burkhart brought up laptop chargers and stated that this might be a need for the school as she is aware of many teachers that do not have a spare charger in their classroom. Mr. Tanner said he would get a quote to purchase 60 additional laptop chargers and would present that to MMF.

The sales have been low for the December Sweet Treats Fundraiser. Mr. Tanner will send out an announcement for the last deadline to order, Sunday 12/10.

New Business. Festive Sweater contest is still scheduled, with winners getting candy and gift cards. Sign-up genius for volunteers will go out. \$5 and candy to each winner, 3 winners per grade & 3 teacher winners.

STEAM Night is 3/5. Kathryn Marek is working with Ms. Shively for planning. T-shirt design contest is in the early stages, we will announce the contest to the students next week with a deadline of 1/12. The plan is to order shirts no later than 1/22. All students who submit a t-shirt design will be entered into a drawing for a free shirt. Mr. Tanner would like to purchase 65 shirts for teachers and admin. STEAM night project contest, one winner will get \$50.

Votes:

1. Vote to accept December 2023 Meeting Minutes passed unanimously.
2. Vote to approve the 20 additional laptops for the school passed unanimously.

Adjournment.

There being no further business, the meeting adjourned at 10:50 a.m.

Submitted by: *Kathryn Marek*
Name: Kathryn Marek, President