**Mabry Middle Foundation Advisory Board Meeting Minutes**

**Meeting Date: August 11, 2023**

**Location: Learning Commons**

**Meeting started: 11:03 a.m.**

**Attendees:**

|  |  |  |
| --- | --- | --- |
| **Kathryn Marek** | **Laura Mirmelli** | **Mahafrin Mehta** |
| **Trina Semaan** | **Runi Perkins** | **Libby Lippincott** |
| **Dena Loadwick** | **Lily Kerrigan** | **Sheri Sheffield** |
| **Andrea Phillips** | **Tia Luckey** | **Heather Anderson** |
| **Melissa Gruner** | **Isaac Gruner** | **Illana Burkhart** |
| **Yoisha Spraggins** | **Jessia Makris-June** | **Dr. Jennifer Anthony** |

**Call to Order and Introduction:** Meeting called to order by Kathryn Marek at 11:03 a.m. following a general introduction of the MMF and welcome of new parents and volunteers.

**Secretary Report.** Laura Mirmelli presented the May 2023 MMF meeting minutes and requested revisions. There being no revisions, and motion having been made, the May 2023 MMF meeting minutes were approved and accepted into the records.

**Treasurer Report.** Mahafrin Mehta reviewed the current treasurer’s report and conveyed that there is a small delay in getting updated information from the Cobb County School Foundation regarding donations and deposits received. Total funds as of August 11, 2023 is $35,932.21.

**Principal’s Report.** The Principal’s report was presented by Dr. Anthony. The report conveyed gratitude for MMF’s continued support of the school and conveyed the general excitement from teachers regarding the new makerspace and 3D printer. The instructional resource fee has been generally received well, and the school will convey any additional needs as soon as possible. The PTA grants are in progress, and any STEM requests will be communicated to MMF.

**Communications Committee Report.** Runi Perkins shared that the MMF website and social media channels are going well. She will be scheduling sponsorship highlights soon.

**Sponsorship Committee Report.** Trina Semaan shared that some sponsors were confirmed over the summer. The sponsorship/fundraising cycles for this school year will be: (1) back to school; (2) Haunted House; and (3) STEM night. Currently $1,900 has been raised in corporate sponsorships.

**General Fundraising Updates.** Runi Perkins shared that general fundraising has gone well with 48 Birthday Marquee blasts sold and 48 general donations from parents. In total, $5,310 has been raised so far.

**Old Business.** Kathryn Marek shared that ongoing business includes teacher grants, the purchase of additional laptops, STEM collaboration and support to teachers, and supporting ongoing training by paying for substitute teachers during teacher training (estimated $5,000 expense). The school may need 15 laptops at $650 each. No motion was presented at this time until the MMF board has an opportunity to discuss with Mr. Tanner whether sponsoring grants will have a higher priority. However, the goal is to finalize priorities by the end of August. Trina Semaan shared that the purchase of additional bricks for the marquee surround is still ongoing and MMF should review landscaping needs in the fall/winter. Last year’s purchase of vanities for drama department as well received and appreciated.

**New Business.** Charger Day feedback was generally positive. Dena Loadwick led a discussion on whether it is time to explore whether MMF should seek its own 501(c)(3) classification. Fees to Cobb County School Foundation are $400 so far and includes processing deposits, handling taxes, audits, and insurance coverage. However, operating through the Cobb County School Foundation has caused some delays in receipt and processing of donations since MMF does not have its own independent bank account. Likewise, it limits MMF’s access to non-profit accounts with Google and Canva. After a discussion of the pros and cons, the board moved and unanimously agreed to begin the process of procuring MMF’s separate 501(c)(3) classification. Dena Lodwick and Laura Mirmelli will take the lead on the project.

**2023 Haunted House.** The board discussed feedback and notes from the 2022 haunted house and proposed themes for 2023 Haunted House. The board approved a “CarnEVIL” theme. Subcommittee will begin meeting every other Friday starting August 25th, at 10:00 a.m. Trina Semaan shared that she was been in communication with a vendor to sponsor a pumpkin patch.

**Votes:** Vote to accept May 2023 Meeting Minutes and Vote to form separate 501(c)(3). Both unanimously passed.

**Adjournment.**

There being no further business, the meeting adjourned at 11:03 a.m.

Submitted by: Laura H. Mirmelli

Name: Laura H. Mirmelli/Secretary