**Mabry Middle Foundation Advisory Board Meeting Minutes**

**Meeting Date February 9, 2024**

**Location: Learning Commons**

**Meeting started: 10:05 a.m.**

**Attendees:**

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| **Kathryn Marek** | **Sydney Blackwell** |
| **Mahafrin Mehta** | **Jennifer Anthony** |
| **Mr. Tanner** | **Lippy Lippincott** |
| **Laura Mirmelli** |  |

**Call to Order and Introduction:** Mabry Middle Foundation (“MMF”) meeting was called to order by Kathryn Marek at 10:05 a.m.

**Secretary Report.** Laura Mirmelli presented the January 2024 MMF meeting minutes and requested revisions. There being no revisions, and motion having been made, the January 2024 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 February 9, 2024, is $25,142.26. There are still a number of outstanding deposits and withdrawals that have not yet posted to CSF. Additionally, the STEAM shirt costs have not yet posted.

**Principal’s Report.** The previously discussed extra chargers might not be needed after an inventory showed that there’s extra chargers available in the building. Charging strips might be more of a need. Since we had already ordered them, the school started the process to get them returned and reimbursed.

**Communications Committee Report.** No change from last month, the MMF website and social media channels are going well. Rumi has added STEAM Night to the website and has scheduled STEAM night promotional posts for social media. There was a general discussion about promoting the food trucks and encouraging families to have dinner here to help fundraise for MMF. Administration will coordinate for no school buses to be parked in the back so that the food trucks can be set up there. There was a general discussion regarding timeline and signage to encourage people to purchase food.

**Sponsorship Committee Report.** We still need sponsors for STEAM night. All volunteers encouraged to reach out to local businesses. No new updates.

**General Fundraising Updates.** General fundraising continues to go well and new Birthday Marquee announcements continue to come in. Total birthday marquees to date are 76. Sales for 8th Grade yard signs began, and 53 signs have sold to date.

**Old Business.** The brick and landscaping project was completed, and all the bricks have been installed. There was a general discussion about adding additional bricks or doing another brick fundraiser to extend the bricks to cover the full foundation space.

No new update on the 501c3 status. We received new checks for the new Truist bank account.

**New Business.**

STEAM Shirt sale went live, so far we’ve sold 8. We have an additional 63 available for sale. There was a general discussion about how to structure the shirts for next year to minimize colors to lower costs.

We’ll be preparing and sending out a signup genius for STEAM night volunteers. We’ll be making rock candy for students that wear the STEAM shirt.

Discussion regarding board members for next year. We’ll schedule posts for new volunteers to see if there is new interest in running for any of the positions.

Potential candidates:

President: Kathryn Marek

Co President: OPEN

Secretary: Laura Mirmelli

Treasurer: Mahafrin Meta

School rep: Libby

At large: Sponsorship—OPEN

At large: Social/Web—OPEN

At large: Fundraising—OPEN

**Votes:**

1. Vote to accept January 2024 Meeting Minutes passed unanimously.

**Adjournment.**

There being no further business, the meeting adjourned at 10:54a.m.

Submitted by: Laura H. Mirmelli

Name: Laura H. Mirmelli/Secretary