**Mabry Middle Foundation Advisory Board Meeting Minutes**

**Meeting Date: October 13, 2023**

**Location: Learning Commons**

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

**Attendees:**

|  |  |  |
| --- | --- | --- |
| **Kathryn Marek** | **Laura Mirmelli** |  |
| **Mahafrin Mehta** |  |  |
| **Trina Samaan** |  |  |
| **Mr. Tanner** |  |  |

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

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

**Treasurer Report.** Mahafrin Mehta reviewed the current treasurer’s report and conveyed that the delay with statements from the Cobb County Foundation continues. Total funds on hand as of October 13, 2023 is $37,340.46. The laptops have not yet been ordered, but once the order is placed, the invoice will be forwarded to MMF for reimbursement. Ms. Mirmelli will prepare a reimbursement form for use with the Haunted House planning committee.

**Principal’s Report.** Mr. Tanner shared that he has been making regular announcements encouraging attendance at the Haunted house. He also shared that he’ll continue sending CTLS blasts to encourage parents to purchase tickets.

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

**Sponsorship Committee Report.** Trina Semaan shared that she is still working on the Snappy sponsorship, but that there are no new inquiries. Ms. Semaan shared that she will be taking on a bookkeeping position at a local elementary school, but that Candance will step in to handle sponsorship with Ms. Semaan serving as a resource.

**General Fundraising Updates.** General fundraising continues to go well and new Birthday Marquee announcements continue to come in. The board discussed beginning marketing messages for 8th graders starting in January.

**Old Business.** The board discussed the ongoing landscaping project around the marquee. The brick installation work will begin in October. Once the bricks are installed, then a landscaping plan can be finalized.

The Board discussed the ongoing efforts to become a 501c3. The initial steps are to form a corporation and request an EIN number. The board generally discussed banking options, and the need for both convenience and no fees.

Ms. Marek shared that an additional volunteer is needed for the homecoming parade. Additionally, the fall portrait fundraisers are 50% sold. The board generally discussed whether the pricing increase caused less interest, and whether pricing should be adjusted next year.

Lastly, there are still a few Realty U volunteer opportunities left.

**New Business.** Due to timing restraints, the sweet treat cookie fundraiser has been pushed back, but it would be in addition to the regular holiday fundraiser.

**2023 Haunted House.** Plans for the Haunted House are still ongoing, with the next planning meeting following the adjournment of the October MMF meeting.

**Votes:**

1. Vote to accept October 2023 Meeting Minutes passed unanimously.

**Adjournment.**

There being no further business, the meeting adjourned at 10:37 a.m.

Submitted by: Laura H. Mirmelli

Name: Laura H. Mirmelli/Secretary