**Mabry Middle Foundation Advisory Board Meeting Minutes**

**Meeting Date: September 8, 2023**

**Location: Learning Commons**

**Meeting started: 10:06 a.m.**

**Attendees:**

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| **Kathryn Marek** | **Laura Mirmelli** | **Mahafrin Mehta** |
| **Lisa Lawson** | **Andrea Phillips** | **Karen Cook** |
| **Trina Samaan** | **Yoisha Spraggins** | **Amalaya Winters Cooke** |
| **Mr. Tanner** |  |  |

**Call to Order and Introduction:** Meeting called to order by Kathryn Marek at 10:06 a.m. following a general introduction of the Mabry Middle Foundation (“MMF”) and welcome of new parents and volunteers.

**Secretary Report.** Laura Mirmelli presented the August 2023 MMF meeting minutes and requested revisions. There being no revisions, and motion having been made, the August 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. As of last week, only statements through June 2023 were available. Ms. Mehta shared that the Pinnacle check for Reality U had arrived. Total funds on hand as of September 8, 2023, is $36,292.21.

**Principal’s Report.** Mr. Tanner presented the Principal’s report and shared schoolwide excitement over the Mabry and Geogia Tech pilot partnership that will be starting shortly. The program specially targets “gifted identified students”. However, overall, the Georgia Tech pilot partnership will be a great support to the STEAM efforts for all students at Mabry. Lastly, Mr. Tanner shared that he is anticipating a greater participation in the STEAM night event the foundation organizes each year.

**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 conducted an email outreach campaign to about 200 local businesses for sponsorship participation in the MMF Haunted House.

**General Fundraising Updates.** General fundraising continues to go well. In total, $7,570.00 has been raised so far.

**Old Business.** Kathryn Marek led the discussion on old business. Ms. Semaan shared that she has not had any responses from local businesses regarding the marquee brick project. Ms. Semaan shared that Clean Air is willing to do the planting work. There was a general discussion about reaching out to boy scout troops in case anyone may want to do help as part of an Eagle Scout project.

**New Business.** Ms. Marek shared an update regarding the efforts to become a separate 501c3. Ms. Mirmelli shared that proposed bylaws are ready then we can move to name reservation and corporate formation of the entity. Following a general discussion as to the proposed fiscal year. The general recommendation was for the fiscal year to begin on June 1st, to allow for budgeting prior to the start of the school year.

Ms. Marek shared that Blulilla Studios confirmed Fall Portraits for October 14 &15, 2023 and has a sign-up genius that can go live and shared school wise. Cost will be $250 per session and $50 of each session will come back to the Mabry Foundation as a donation. There will be five sessions each day, for a total of 10 sessions.

**Teacher Grant Requests**. Three teacher grant applications were received for discussion and approval: (1) Mabry SWAT Club requested grant in amount of $192.31 to purchase club materials; (2) Generation Genius Program Subscription grant request by the Sixth-Grade teachers to purchase science education videos.; and (3) Connections/Orchestra Guest Clinician Grant application. The $2,000 Orchestra guest clinician program provides additional support to Ms. Thompson. It would allow for weekly clinicians to visit and support the students. The grant would cover one month of clinician support, out of the three months that are currently needed. The Board discussed the potential of supporting the clinician program again in the spring once funding and needs are re-evaluated.

Following a full discussion of all three grant applications, motion was made and unanimously approved to fund all three teacher grant requests.

**Laptop purchases.** Mr. Tanner shared that the goal is still to fund the purchase of thirty laptops. Mr. Tanner shared that having enough laptops on testing days is the greatest need, but that the purchase of any laptops would be helpful to the school. There was a general discussion of total costs for the purchase of all thirty laptops versus the current cash on hand given the Cobb County Foundation’s delay in release/allocation of donations. Ms. Mehta recommended retaining enough working capital on hand to properly execute the Haunted House and continue to meet the general obligations of the MMF. Following a full discussion, a motion to purchase ten laptops now was unanimously approved. The Board reserved revisiting purchasing the remainder of the laptops in the spring once profits from the Haunted House are available.

**2023 Haunted House.** The board discussed general plans for the haunted house. Currently, the planning is in the room design stage. The Board discussed a new potential fundraising avenue of selling “Haunted Sweet Treats” by Dena Loadwick. The Board generally discussed members contributing pantry items to keep the expenses down.

**STEAM Collaboration Planning.** The Board discussed the approval of a $5,000 budget allocation to cover substitute teacher expenses for the STEAM Collaboration Planning initiative. Mabry Middle is paying for a full day in the fall and is requesting that the MMF to cover one day in the spring. This will cover the cost of substitutes so that teachers can collaborate and plan STEM day events and projects. Following a general discussion and upon motion, the Board unanimously voted to approve the expense but reserve disbursement until the spring. This will allow the school to properly plan, while permitting working capital to remain available through the Haunted House event.

**Votes:**

1. Vote to accept August 2023 Meeting Minutes passed unanimously.
2. Vote to approve SWAT Club grant application passed unanimously.
3. Vote to approve the Generation Genius Grant Application for Sixth Grade passed unanimously.
4. Vote to approve Connections/Orchestra Guest Clinician Grant application passed unanimously.
5. Vote to purchase 10 laptops passed unanimously.
6. Vote to fund $5,000 of STEAM Collaboration Planning substitute expenses, but to be disbursed in the spring, passed unanimously.

**Adjournment.**

There being no further business, the meeting adjourned at 10:43 a.m.

Submitted by: Laura H. Mirmelli

Name: Laura H. Mirmelli/Secretary