

Mabry Middle Foundation Advisory Board Meeting Minutes

Meeting Date: November 10, 2023

Location: Learning Commons

Meeting started: 10:05 a.m.

Attendees:

Kathryn Marek	Laura Mirmelli	
Mahafrin Mehta	Lippy Lippincout	
Andrea Phillips	Dana Loadwick	
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 October 2023 MMF meeting minutes and requested revisions. There being no revisions, and motion having been made, the October 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 November 10, 2023 is \$41,322.30. There are still a number of outstanding deposits and withdrawals that have not yet posted to CSF. The haunted house profit was approximately \$7,827.87.

Principal’s Report. No separate report was conveyed.

Communications Committee Report. No change from last month, the MMF website and social media channels are going well. There was a general discussion about updating the MMF website to include more current information as well as posting more frequently to the Facebook page in order to encourage more parent/volunteer involvement.

Sponsorship Committee Report. Ms. Semaan and Candace are scheduled to meet after Thanksgiving to continue transferring the sponsorship efforts. Sponsorships will shift to being a higher priority as we are getting closer to the March STEAM night.

General Fundraising Updates. General fundraising continues to go well and new Birthday Marquee announcements continue to come in. Total birthday marquees to date are 69.

Old Business. The board discussed the ongoing landscaping project around the marquee. There was a general discussion regarding what approvals are needed from the county before the work starts. Even though the project is not funded through SPLOST, we have to follow the same procedure to confirm vendor has adequate insurance. The board discussed following up with Mr. Tanner to confirm whether the updates could fall under the original marquee approval paperwork or whether the change in vendor requires a full re-approval of the project.

Mr. Mirmelli shared that the Mabry Middle Foundation, Inc. has been formed with the Georgia secretary of state. The board will need to meet to review the drafted bylaws for any changes or final approval. Ms. Mehta shared that Truist is the current front runner for establishing the banking account for MMF. Next step is to apply for an EIN.

Haunted House feedback was generally positive. The overall profits were a little lower than last year even though it was a two-day event. The general consensus is that the decrease in profits is likely related to the homecoming events for the local high schools that took place the same weekend. There was a general discussion that relying on middle school actors added a layer of difficulty to the event. Other feedback was regarding the cost for the kids area, and how to make it more entertaining for the kids. The board discussed the possibility of including additional food trucks and where would be the best placement for access to visitors. A donation in the amount of \$100 was made to the drama club as a thanks for allowing us to use their props and for their help with setup.

The general feedback on Reality U was that it was a great event and overall fun for the kids.

The Fall Cookie Fundraiser was also successful, and there is a \$200 donation forthcoming from it.

New Business. December Sweet Treats Fundraiser will start the week after thanksgiving break. The board discussed having two separate ordering deadlines to allow for Hannukah orders. Both school pickup and student delivery will be available again this year.

Festive Sweater contest is still scheduled, with winners getting candy and gift cards.

Votes:

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

Adjournment.

There being no further business, the meeting adjourned at 11:05 a.m.

Submitted by: Laura H. Mirmelli
Name: Laura H. Mirmelli/Secretary _