**Mabry Middle Foundation Advisory Board Meeting Minutes - 9/16/22**

Location: Mabry Middle School - Media Center

In attendance: Dena Loadwick, Runi Perkins, Jonathan Tanner, Jenifer Grazian, Mahafrin Mehta, Trina Semaan, Kathryn Marek, Libby Lippincott, Illana Burkhart, Keri Tomsic, Claudia Gutierrez

Call to Order: 10:05 am

**Secretary Report:**

* Jenifer motioned approval of minutes from the last meeting. All Approved.

**Treasurer Report:**

* Balance **$15,719.71**
* Withdrawals: $1,090.15 -  Mini-Grants Drama Club $730.18 & Smart Slate $359.97
* Deposits: $900 - Sponsorship $800, Donations $100

**Principal Report:**

* Marquee Update: We are waiting for Georgia Power to install a meter and turn it on.
* Instructional Resource Dues have been met and will not need additional funds from MMF.

**Social/Web Report:**

* Facebook posts are being posted for Donations and Sponsors.

**Sponsorships:**

* Pinnacle Financial Group will sponsor Reality U again this year on 11/7

**Fundraising Report:**

* Bricks - We have sold 24, we need to sell 26.  Less than 50 bricks will cost us $35 each, and over 50 bricks would cost $20 each. We need to reach out to Lassiter and our feeder schools to solicit more sales.  Create some type of competition to get more sales.  We need to extend the date past 10/1.
* Portrait Fundraiser - 10 sessions have been booked - $500 will be paid in November.
* STEAM T-shirts - Mahafrin is working on the t-shirt design contest details and which vendor will print the t-shirts. The deadline for the contest will be 1/15.  The t-shirts will be available for STEAM night in March.

**New Business:**

* Haunted House Event - October 22 - 7-10 pm
  + **Promotion** - group reviewed the draft flyer. Great work! The following changes need to be made and then it is ready for use. 1) Change pumpkin decorating to Pumpkin Boutique. 2) Add that this is a cashless event 3) Update ticketing info - group decided to sell only single passes, no multi-pass to avoid crowds. 4) Add rain or shine. 5) Add not a drop off event to avoid parents from just dropping their kids off. 6) Remove food truck - group decided not to have a food truck or serve any food or concessions, mainly to avoid people lingering.
  + **Ticketing** - Zeffy is a non-profit ticketing system that we will use for the event. Illana will update based on changes that we discussed in the meeting 1) Waiver - person purchasing the tickets assumes responsibility for all people associated with the ticket being purchased. 2) All sales are final and non-refundable. 3) Event is rain or shine. 4) Kids Area - an adult must accompany child(ren). Not a drop off area. 5) Remove face painting and balloon art (not sure if we are having a balloon artist - need to confirm with Trina). 6) Remove the multi-pass option - only doing a single entry ticket option to avoid crowds/traffic issues. System will go live on Monday. Ticket price will need to be adjusted in the system at 6pm the day of the event. No cash on site. All tickets must be purchased online.
  + **Room Design** - Everyone reviewed their room designs, including supply and actor needs. Dena will compile a supply list and will send it out to the group for review. Action Items from Room Design Review:
    - Illana will ask Becky Smith if she would like to be the receptionist in the dentist's room. Confirm if Jerry will be the dentist.
    - Illana to ask Critter Control if we can do a tour of the stuff they have.
    - Jenifer will ask Jen Smith about cardboard props for haunted house.
    - Jenifer offered for us to use a large rocking chair for the clown/doll room.
  + **Kids Area** - Trina reviewed the design for the kid's area. Group agreed to ask for 1 volunteer per game.
  + **Sponsors/Donations** - Need to reach out to companies to see if they would like to be sponsors or donate materials. All companies need to be reached by Wed., 9/21 to be included in the flyer. Otherwise, they will just be listed on the ticketing site/website. Dena will send out a list of potential companies to talk to.
  + **Volunteers** - group discussed the timeframe for volunteers. Dena will create a signup and send it out on Monday. Group agreed that it would be good to have a 5-minute break for actors at the end of every hour.

**Mark your Calendars for the next  MMF Meeting on 10/14 @ 10:00 AM**

**Meeting Adjourned:** 11:30 am