

PTA Maryland Congress of Parents & Teachers, Inc.
Board of Directors Meeting
Maryvale Elementary School- Phone Meeting
November 13, 2017, 7:00 PM

Call to Order: Meeting called to order by President, Sabine Philippe, at 7:05 PM.

Purposes: Monthly meeting. Agenda prepared by Vice President, Crystal Lane.

Quorum: Quorum established.
Board members present: Sabine Philippe, Crystal Lane, Liliana Brown, Jenifer Cushing, Michelle TrueHeart, Delon Pinto, Karen Kee, Cindy Jacobs, Bryan Price.
General membership present: Dave Rowden, Jennifer Fulton

Minutes: October minutes were reviewed. Crystal moved to approve the minutes. It was seconded and passed.

Treasurer's report Liliana Brown reported. Reconciled balance as of end of October= \$ 3,876.59.

Programs & Events Karen Kee reported.

- After school program updates
 - Talking to Joan Vilkinofsky about processes for after school vendors
 - 1 program was cancelled due difficulty with flier and then a lack of time left
 - 1 program on hold for next year
 - Unsolicited fliers from non-solicited vendors have been distributed to students.
 - They are reserving space at Maryvale through ICB on their own.
 - Joan Vilkinofsky and Susie Prin were working on finalizing a schedule of after school activities. Karen Kee will follow up on this progress.
 - Movie night (12/15)
 - Jenifer Cushing to confirm date with Sariah Toze and inform her that we recommend having a Pizza and drink option for purchase.

Fundraising

- Holiday shop (12/12 to 12/14)
 - Crystal Lane is prepared to move forward with event on December 12, 13, 14.
 - New this year-
 - Need more boxes by the cashier- labeled one per classroom and extra as needed.
 - Designate what grade per the day of the week. And then Friday they try to catch any leftover shoppers.
 - Send out flier the Monday after Thanksgiving. Signup Genius is already created. Announcements are ready to be released when needed.
 - Dave Rowden will set up the Holiday Shoppe page on our PTA website
 - Crystal Lane will send it to Dave Rowden by Wednesday, Nov 15th.
 - Delon Pinto will send some info to Dave Rowden too.
 - Sabine Philippe reset the Penguin Patch password and set up the arrangements for delivery of the mini-fridge to the PTA office.
 - Fridge is technically property of the school

- Only to be shopping during recess.
- Lilia Brown had a conversation with Joan Vilkinofsky and Susie Prin about how to run it more smoothly this year. They suggested giving the shopping bag at the end of the day for all students to avoid lost items.
- Book Fair Debrief
 - Parent Refund completed. Check written.
 - Gross profit numbers: These numbers do not include online book fair that is happening this week.
 - Scholastic: \$9544.38
 - Bonjour Mama: \$5702.25
 - Used books: \$382.25
 - Cindy Jacobs to put together wish list from Media Center and teachers
 - Library wish lists for French Books= \$572.59
 - We have already used \$462 Scholastic dollars to purchase library's English wish list.
 - Credit does not expire. \$34 Maryvale Scholastic dollars.
 - Leftover School purchases \$170
 - Storage of used books- put into the PTA closet.
 - Book inventory- all used/donated books
 - Sell this inventory at Goodbye Maryvale Carnival
 - French Books to be distributed- Jennifer Fulton will drop off the books and then may need help to distribute to students in the classrooms. She will reach out if help is needed.
 - Karen Kee suggested we make announcement that French books have been distributed via ConnectEd and our social media.
- Restaurant Night
 - Unknown whether these have been set up by Nawal: California Pizza Kitchen, Krispy Kreme
 - Debrief: Silver Diner earnings
 - Successful earnings: \$455 (October), \$401 (September).
- Fall Fling Debrief
 - lessons learned-
 - Come up with a SOP "manual"
 - New games?
 - Set up games where we think it will work best rather than where they were set up before.
 - Volunteers- instead of pre-assigning people via signup genius, sign up per hour per game at arrival. Easier to manage were volunteers are needed.
 - Everyone write down memories of anything while it's fresh in their mind. Complete on the spreadsheet sent out by Jenifer Cushing
 - 2018 location- at holding school grounds
 - Grant Money, \$1k received. This is a matching grant, which came from Fall Fling funds raised. Was from Bethesda Chevy Chase region. A report to be submitted by Michelle

Trueheart. Can apply for more grants from around the county; do so before they run out of funds; has to be a match of funds likely from outside donations.

- 19k invoice resolved- Sabine Philippe has taken care of it.
- Silent Auction- \$5973.55 raised so far.
 - Remaining items to be posted on our facebook and website.
- Future events
 - Restaurant Night – California Pizza Kitchen, Krispy Kreme
 - Chipotle- Drama club has adopted this restaurant on as their income stream to help reduce PTA funding requests. If want to hold a restaurant night at Chipotle, we will want to discuss this with Drama club (Mme Jackson and Jennifer Auroux).
 - Goodbye Maryvale Carnival –
 - June 9th, Saturday 10 to 1pm
 - Budget approved previously- Net of \$3000 (\$5000 income and \$2000 expenses)
 - Not meant to be a money maker, but many may donate or buy spirit wear, used books.
 - Events: get teachers and classes involved (present and past) through art, performances and donation of old pictures. Crystal Lane suggested we form a committee. Committee will be comprised of teachers and parents (current and past).
 - Collect pictures to display
- December PTA board meeting agenda
 - 6-7 pm Media Center
 - Add Phone meeting for March 6th, 2018 for Board only from 7-8 pm.
- December PTA general meeting agenda
 - Mymcps.com: Parent portal demo by Sharona Chittum
 - Fundraising- how much was raised by Fall Fling and Book Fair and Restaurant Nights.
 - Michelle Chittum suggested that we remind them use the funds for. Name the clubs that we support with the fundraising.
- Other
 - Directory
 - Delon Pinto working on it. File is done. Needs to send a release to the company and intends on doing tonight. Not possible to print in a nice format unless we print as a PDF. Will be an online resource for Maryvale families.

Adjourned: Meeting adjourned at 8:15 PM.