

MHS Project Graduation 2020 - Meeting Minutes

Meeting	General Meeting
Date	October 8th, 2019
Location	McNeil High School – Lecture Hall
Time	6:30 PM - 7:30 PM

McNeil HS Project Grad 2020 Website: <https://mcneilprojectgrad.ch2v.com/>

Meeting called to order at 6:30 PM by Sharon Harrison

	Attendees:	Attendees::
	Sharon Harrison	Carrie Lewis
	Carolyn Kyzar	Amy Hays
	Andria Nunn	Jennifer Powell
	Sherri Patton-Grubb	Shenita Davis
	Arlene Torres-Garcia	Lynn Maddox
	Jean Smith	Carol Bryan
	Beena Madyastha	

Agenda				
No.	Item(s)	Time	Lead	Notes
1.	Budget and Meeting Minutes			
2.	Fundraiser Updates			
3.	Upcoming meetings			

Topic: Budget and Meeting Minutes	
Notes	<p>Budget was reviewed. Revised Budget section does not include carryover from last year. Other section is for Paint Night etc. PTA Donations section is for donations from other PTAs. Amount remaining to be raised to meet goal is \$35,000</p> <p>Motion to approve budget was made by Jennifer, seconded by Arlene</p> <p>Meeting minutes for September 17th meeting was amended to correct date from August 17th to September 17th.</p> <p>Motion to approve amended meeting minutes was made by Arlene, seconded by Jen</p>

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Topic: Fundraiser - Poinsettia Sales				
Notes	Poinsettias are \$15 each. Order need to round off to at least 6 of each kind (Carolyn will take care of this). The deadline to submit orders to Carolyn is November 8th. Delivery will be on December 9th. Orders of 10 or more will be delivered. Checks need to be made out to McNeil Project Graduation. Please add DL# to checks			
#	Action Items	Owner	Due	Status
1.	Add Poinsettia Sales details to Mav Mail	Carolyn		
2.	Add Order Form to website & web store	Carolyn		

Topic: Fundraiser - T-Shirt Sales				
Notes	Online sales are slow. Game day sales are good. Amy will set up for Homecoming Game on October 11th.			
#	Action Items	Owner	Due	Status
1.	Set up Square on Amy's phone	Amy & Carrie		

Topic: Fundraiser - Spirit Night				
Notes	Spirit Night at Chipotle is on Tuesday, November 5th 2019. Additional Spirit Nights will be held in 2020 at Amy's Ice Cream/Phil's Icehouse and Raising Canes			
#	Action Items	Owner	Due	Status
1.	Flyers on website are only in Spanish. Need to include English flyer	Nancy		
2.	Ask Leslie to add Spirit Night information to Mav Mail	Sharon		

Topic: Fundraiser - Craft Show				
Notes	Craft Show is on October 19th from 10:00 AM - 3:00 PM. 30+ vendors have signed up at this time. Coffee & Doughnuts will be available for vendors. Check-in starts at 8:00 AM. Arlene will man the concessions table. Beena will man the Project Grad table. NHS students might be available to volunteer			
#	Action Items	Owner	Due	Status
1.	Buy drinks and snacks for concession stand	Sharon		

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Topic: Fundraiser - Senior Paint Night				
Notes	Paint Night will be held on November 20th from 6:30 PM to 9:30 PM at the school cafeteria. Cost to participate is \$25. All supplies will be provided. Proposal will be to paint a picture of an owl, but participants are welcome to paint a picture of their choosing.			
#	Action Items	Owner	Due	Status

Topic: Upcoming meetings	
Notes	Next meeting will be on November 12th 2019 from 6:30 PM - 7:30 PM at the Lecture Hall December meeting will be held on December 11th at the Harrison residence (time tbd, details to be sent by Beena via Evite)

Meeting Adjourned at: 7: 25 PM