

## McNeil High School Project Graduation 2018

Meeting Date: February 12, 2018

Meeting Time: 7:00pm

Meeting Location: McNeil High School, Portable 14B

Attendees: Cathy Garcia, Mark Garcia, Michael Bakonyi, Holly Stewart, Tracy Miller, Evelyn Salgado, Diane Dobbs, Kathy Lutz, Tanya Vacula, Trish Hartle, Pam McFall, Stephanie Guillory, Lonette Janes, Sydney McCann

Meeting called to order 7:03pm.

Cathy read minutes from last meeting for approval. Trish motioned to approve the minutes, Tanya second the motion. Meeting minutes approved.

### **First Business – Treasurer’s Report**

- Last month was slow, no
- \$27,000 still needed
- \$2500 was raised for parking lot sales
- Received checks from following fundraising events:
  - Bush’s
  - Brooklyn Heights
  - Pet Clinic
- Balance in bank is \$14,782.47 (\$5,000 must be reserved for 2019)...should have \$3000 added to it for next month
- T-shirt invoice check has been written and will be mailed tomorrow.

### **Second Business Spirit Night**

- February 15<sup>th</sup> – Lakeline Bush’s
- Trish has not heard back from Brooklyn Heights regarding a March spirit night. However, Pam said they normally allow only one spirit night per organization.
- Pam suggested we move our April meeting to the spirit night for Cover 2 which is April 3<sup>rd</sup>. Pam will check into reserving a section for us.
- March 26<sup>th</sup> – PDQ; will give a % of the entire evenings sales.
  - Have not received amount from last spirit night

### **Third Business – Pet Clinic**

Pam said we are done for the year. However, Leanna is double checking to see if there is possibly any other openings in the calendar.

Last clinic made \$800.

### **Fourth Business – Ford Test Drive**

Mark verified with Jason the test drive is set for March 24<sup>th</sup>, 9-3. Mary Ellen filled out the form to request facility use between the hours of 9 and 4. We are unsure of what areas we will be using. Suggested that we use the bus drive area by the cafeteria to have the dealership set up.

Covert Ford will bring everything...signs, chairs, tables.

Kathy Lutz will set up a signup genius for volunteers. Will also email Ms. Giblin to request for student volunteers.

Suggestion was made to maybe sell waters, donuts, or coffee to make a little extra money.

\*\*Easter Seals is set up for the same day.

Jason will not be our coordinator any longer. New coordinator will be Burt Sheppard.

### **Fifth Business – Easter Seals**

Cathy Garcia has set up Easter Seals for the same day as the Ford test drive. Contact person is Jacob Cortez.

Will have the truck set up in the back parking lot near the cafeteria. They will have employees to unload cars/load the truck. It is helpful to have some volunteers doing the unloading of cars.

Jacob will put together a flier for the donation drive.

### **Sixth Business – T-shirts**

There are a few parent t-shirts still available, however, we will not be ordering any additional shirts.

Mary Ellen is still selling Future Mav shirts.

### **Seventh Business – Parent Letter**

Tanya said Main Event does not require parent waivers. They are going all digital.

Rock climbing will require a waiver to be on file.

It was suggested that a QR code be made so that students can scan it and fill out the forms required plus make donations and volunteer.

Biggest concern is we need a headcount. Maybe the QR will help.

Need to email Casso/McLane for the student count.

Michael Bakonyi will print the letters at his office. Kathy Lutz has envelopes.

### **Eighth Business – Miscellaneous fundraising**

- Tracy sent letter to TCMAF (Travis County Medical Alliance Foundation) for donation request. Had to be in by March 1<sup>st</sup>.
- TXDOT - \$750 - Pam and Coach McLane are trying to fill out the application to meet all requirements.
  - Shattered dreams
  - Red Ribbon week
  - Message boards have pictures in hall
  - To fulfill one of the requirements, have students with fliers doing anti-DWI/drugs campaign at a table at the test drive.

- Trish Hartle said Austin Gourmet is willing to donate mini bags of popcorn. They have not stated how many. It was suggested that we get about 100 and sell them during the Ford Test drive.
- Kristen said there are no days opened to work the hockey games.
- Mark talked to the operations director at Mini of Austin about either a test drive day or a donation. He told Mark to send a letter and they will consider donating
- Evelyn was able to secure 50 parking spots for seniors (actually the row had 53 spots). Charged \$50 per spot.
  - Mrs. Dickinson wants the painting done ASAP this week after school. She does not need the license plate numbers. No one is to paint on Saturday; Thursday looks best with Monday and Tuesday as possible.
- Cathy spoke to Cheri Weaver. She has agreed to host another online ThirtyOne Gifts fundraiser. We will receive 25% of sales. We will set date once she has approval from corporate. She will also create the flier.

### **Ninth Business – Corporate Sponsors**

We NEED lots more!!

- Mel's bowling will give gift cards.
- Lonette said Costco and Walmart take 3-4 months . She will contact these two.
- Kathy Lutz will get the artwork for the current sponsors to Michael and he will order the banners.

### **Tenth Business – Spring Flowers**

- Red Barn is willing to sell spring flowers at cost to us. We want to make \$10 on each so will set price as such. Diane has reserved 100 plants.
- Fredricksburg Farms is getting out of the business because the cold weather is hurting their business. They have 100 they could sell to us.  
He also sent food samples to Diane of the products they sell on line. If we choose to sell the food items we will get 40% of sales. The items are shipped directly to customer.  
In a unanimous decision we agreed to sell the online food products with the sale starting after Spring Break for two weeks. \*Tanya will add this sale to the list of fundraisers going out with the parent letter.

\*\*Reminder March meeting is moved to March 5<sup>th</sup> because of Spring Break.

Michael moved to adjourn meeting, Mark second the motion. Meeting adjourned at 8:32pm.