

McNeil High School Project Graduation 2018

Meeting Date: November 13, 2017

Meeting Time: 7:00pm

Meeting Location: McNeil High School, Portable 14B

Attendees: Cathy Garcia, Mark Garcia, Michael Bakonyi, Melissa Cruz, Tracy Miller, Evelyn Salgado, Diane Dobbs, Kathy Lutz, Tanya Vacula, Mr. & Mrs. Humberto Soares

Meeting called to order 7:04pm.

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

First Business – Treasurer’s Report

Two budgets passed out:

- 1) General Treasurer’s Report
 - a. Shows income we have received since last report, \$3357.49
 - b. Shows expenses since last report, \$5. Not a lot of expense to record but next month will reflect more expenses such as poinsettias, booster club fees, and insurance.
 - c. Shows actual to date – \$14,564.06 (\$7828.23 is what we started the year with) take away the \$5,000 as we must leave for 2019 well as expenses of \$2015.01 then our actual is **\$7549.05**
- 2) Budget vs Actual Report
 - a. Shows the adopted budget and then the actuals as well as what each category is over/under
 - b. As of now, we have \$5700 of income more than we have expended. However, we will have more expenses to report next month.

Tracy took advantage of early renewal for booster fees so instead of paying \$345 she paid \$270 saving us \$75.

Since we did not have the track event Tracy recommended we take the amount we would have earned off the budget ...that is \$500...to have an amended budget.

Several of our events are not pulling in the amount we had budgeted.

We did get a corporate sponsor...Aim and Focus Karate

Evelyn attended the PTA meeting and heard that Fiat of Austin wants to become more involved with McNeil. Mark agreed to call them. Connie also stated that BMW would also be a good one to call as they support football and cheer. Mark will also contact them.

Second Business Craft Fair

Melissa has 83 vendor booths registered. Would like to get 17 more.

She will email all vendors a packet that will include map to show entrance, layout, and booth assignments. She will also remind all vendors if they need electricity to bring extension cords. Also, will request donations for the raffle baskets. Michael will bring tickets to use for the raffle drawing.

The band will be using the cafeteria for a dance so after the dance, the students will set up the tables according to our layout.

Coach Samantha will get the athletic kids to set up the tables in the main hall.

Last year they asked for 125 tables because they had a garage sale. We will not need the additional 25 tables. We can use the cafeteria tables to set up dining area for the food trucks.

She needs cards to number all tables. Kathy Lutz said she will print the number cards.

Food trucks (giving 10% of their sales) should arrive around 11am. Currently Melissa has:

- 1) Taco Truck
- 2) BBQ Truck
- 3) Pizza Truck (has not confirmed)

Melissa has contacted Baked and Sconces but they have not replied. Also tried to get a coffee truck but no luck. Food trucks have their own generators.

Michael has contacted Easter Seals multiple times but they have not called him back.

Setup will start at 7am breakdown @ 5pm.

Kathy Lutz will email Ms. Giblin to get student volunteers and Melissa will email Jason D. with band:

- 1) 7:00-9:00am
- 2) 4:00-5:00pm

Susan will contact Starbucks to see if they will donate a couple of boxes for our vendors.

Show choir will be performing according to Kathy; they do this every year. Melissa was not aware of this.

Kathy Lutz will contact Debi Caso about advertising on the school marquee.

She has placed an ad in Free Fun in Austin, Community Impact online, Austin 360, our facebook page, has 5 lawn signs, and Nextdoor. She will get ahold of Mrs. Proctor to see if she can put something in Trailblazer. Melissa said a vendor from the Wellsbranch area is going to put it in their newsletter. Evelyn will put it in the Avery HOA. Kathy will also put the flier out to the senior parents to share.

Kathy is going to put a list on the PG2018 website of all the booth vendors.

Third Business – Spirit Nights

Bush's nor Brooklyn Heights still has not sent a check.

Evelyn said Pam said Chipotle made very little money. The employees did not know what we were talking about.

Upcoming:

Newk's – November 30th 5-9pm

Evelyn reporting for Pam McFall...Pet Clinic has given Pam a date for January.

Fourth Business – Thirty One Gifts fundraiser

Cathy Garcia checked with the vendor (Cheri Weaver) as of today we have one order placed. She is willing to extend the date to allow for more sales.

Kathy Lutz has posted the flier on the web page. Cathy Garcia will “invite” everyone to the facebook event so that other people can share with their friends.

Michael suggested we print the fliers to hand out at the craft fair. Melissa said we have a Thirty-One vendor at the craft fair. But since we have multiple vendors representing other business (Lipsense) we should be able to pass out fliers as people are leaving to promote this Thirty One vendor as we will raise more money from the online sale (25% of sales) versus the booth vendor (\$25 booth fee).

Fifth Business – Flocking

Mary Ellen not present to update. Michael said he did see one order on line.

Sixth Business – Poinsettia sales

Diane has finished with the ordering. They are scheduled to be delivered on Dec. 5th 1-3pm at the school cafeteria. Diane will ask the school for permission to have them delivered at this time. If it is not a good time she will work on a different time frame.

She will need help with delivery of the large orders, there are six customers that need to be delivered to; Especially if someone has a large vehicle.

Spring Flowers the nursery is not doing spring flowers. Diane is willing to take on this fundraiser but does not know of any vendors to reach out to. Evelyn said in 2015 they have used Fredricksburg Farms.

Seventh Business – T-shirt sales

No one present to update. Note left by Stephanie was that we do not have an invoice from the vendor yet to pay for the t-shirts. It will probably be after Thanksgiving.

Right now the only t-shirt we are selling is the “Future Mav”; it is selling for \$10. Evelyn said Mary Ellen was selling them at the Pearson Ranch forum.

Eighth Business – Miscellaneous fundraising

There is not a way to have a silent auction online through the website.

Have not contacted Mrs. Acosta about doing the dinner with a teacher event...since we could not do the online auction. He will contact her now to see if we can sell raffle tickets at lunch to put into teacher jars and do it as a drawing.

Evelyn said Sam Hosek’s mom does not want to help with the basketball event.

We need the letters to send out to the parents asking for donations. Michael has the binder passed down from 2017 and it is missing the letters from both the parent letter as well as the letter to send to the feeder school PTAs. Tanya is going to contact Rocky (from PG2016) to see if she has copies of the letters.

Evelyn will send the letters to the feeder school’s PTA once we get the letter.

Need to check on announcements being made at basketball and baseball games.

Ninth Business – Corporate Sponsors

We still do not have a committee chair.

Tracy has updated the letter and it is available on the website.

Tanya agreed to start stuffing envelopes with the letters.

Michael will email the corporate sponsors list to Cathy and Tanya.

Tracy moved to adjourn meeting, Tanya second the motion. Meeting adjourned at 8:22pm.