

McNeil High School Project Graduation 2018

Meeting Date: December 11, 2017

Meeting Time: 7:00pm

Meeting Location: McNeil High School, Portable 14B

Attendees: Michael Bakonyi, Tracy Miller, Kathy Lutz, MaryEllen Yonker, Kirsty Delahunt, Trish Hartle, Kristen Muennink

Meeting called to order 7:04pm.

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

First Business – Treasurer’s Report

We need to raise 30K

Renewal completed for Parent Booster and Tax exempt certificate

Waiting on Spirit Night money to hit account

Budget VS Actual and Treasurer’s Report presented. (see below)

Revenue	Adopted Budget	Actual Income/Expenditures	Total Under/Over Budget
Carryover/Opening Balance	\$ 7,000.00	\$ 7,000.00	\$ 0.00
Student Clubs	\$ 1,500.00	\$ 500.00	\$ 1,000.00
Business Sponsorships	\$ 4,000.00	\$ 2,000.00	\$ 2,000.00
Classroom Donations & Events	\$ 4,000.00	\$ 0.00	\$ 4,000.00
PTA Donations (Foster Schools)	\$ 500.00	\$ 0.00	\$ 500.00
Parent Donations	\$ 1,000.00	\$ 811.81	\$ 188.19
November Staff Fair (Food sales/affle/Poster Sales)	\$ 1,000.00	\$ 1,800.00	\$ 800.00
Alumni Fundraiser	\$ 300.00	\$ 8.22	\$ 291.78
Permittes	\$ 3,155.00	\$ 1,300.00	\$ 1,855.00
Planning Meeting	\$ 700.00	\$ 85.00	\$ 615.00
PTA Dinner	\$ 2,500.00	\$ 2,000.00	\$ 500.00
Spirit Night	\$ 1,000.00	\$ 0.00	\$ 1,000.00
Track Work Days	\$ 500.00	\$ 0.00	\$ 500.00
Green Key! Track Drive Event (Food sales/affle/Bookending/Goodwill)	\$ 4,000.00	\$ 0.00	\$ 4,000.00
Parent T-shirts	\$ 1,500.00	\$ 800.00	\$ 700.00
Future Mass T-shirts	\$ 0.00	\$ 40.00	\$ 40.00
Senior Regs	\$ 100.00	\$ 0.00	\$ 100.00
Spring Flowers	\$ 0.00	\$ 0.00	\$ 0.00
PTA Cash	\$ 0.00	\$ 80.00	\$ 80.00
Miscellaneous	\$ 0.00	\$ 122.27	\$ 122.27
Subtotal - Adopted Budget vs Actual	\$ 46,360.00	\$ 16,834.29	\$ 29,525.71
Total Actual Income Over/Under Adopted Budget			\$ 29,525.71
Expenses			
Senior Regs	\$ 300.00	\$ 0.00	\$ 300.00
Permittes	\$ 1,400.00	\$ 1,300.00	\$ 100.00
Green Key! Track Drive Event	\$ 0.00	\$ 0.00	\$ 0.00
Carryover for 2018	\$ 1,000.00	\$ 0.00	\$ 1,000.00
Student T-shirts	\$ 0.00	\$ 0.00	\$ 0.00
Parent T-shirts	\$ 500.00	\$ 0.00	\$ 500.00
White	\$ 1,125.00	\$ 0.00	\$ 1,125.00
November Staff Fair	\$ 100.00	\$ 21.00	\$ 79.00
Spring Flowers	\$ 700.00	\$ 0.00	\$ 700.00
Sponsorship Signs	\$ 0.00	\$ 0.00	\$ 0.00
Mass Event (All students in 2017)	\$ 21,000.00	\$ 2,000.00	\$ 19,000.00
PTA Insurance	\$ 600.00	\$ 400.00	\$ 200.00
Parent Booster Dinner	\$ 900.00	\$ 0.00	\$ 900.00
Banking Fee	\$ 0.00	\$ 0.00	\$ 0.00
Miss T-shirts	\$ 100.00	\$ 25.00	\$ 75.00
Decorations	\$ 0.00	\$ 0.00	\$ 0.00
Travel	\$ 0.00	\$ 0.00	\$ 0.00
Janitorial Services	\$ 0.00	\$ 0.00	\$ 0.00
Printing and Postage	\$ 200.00	\$ 0.00	\$ 200.00
Entertainment	\$ 5,000.00	\$ 0.00	\$ 5,000.00
Subtotal - Adopted Budget vs Actual	\$ 41,550.00	\$ 4,360.00	\$ 37,190.00
Total Current Actual vs Projected Income / Expenditures			\$ 6,335.71
Total Actual Income vs Total Actual Expenses			\$7,467.00

Revenue	Current Period (see above sheet)	Actual to Date (11/30/17)	Adopted Budget	Proposed Amendment	Approved Budget
RECEIPTS					
Carryover/Opening Balance	\$ 0.00	\$ 7,000.00	\$ 7,000.00	\$ 0.00	\$ 7,000.00
Student Clubs	\$ 0.00	\$ 500.00	\$ 1,500.00	\$ 0.00	\$ 1,000.00
Business Sponsorships	\$ 0.00	\$ 2,000.00	\$ 4,000.00	\$ 0.00	\$ 4,000.00
Classroom Donations & Events	\$ 0.00	\$ 0.00	\$ 4,000.00	\$ 0.00	\$ 4,000.00
PTA Donations (Foster Schools)	\$ 0.00	\$ 0.00	\$ 500.00	\$ 0.00	\$ 500.00
Parent Donations	\$ 0.00	\$ 811.81	\$ 1,000.00	\$ 0.00	\$ 1,000.00
November Staff Fair (Food sales/affle/Poster Sales)	\$ 1,000.00	\$ 1,800.00	\$ 1,000.00	\$ 0.00	\$ 1,000.00
Alumni Fundraiser	\$ 300.00	\$ 8.22	\$ 300.00	\$ 0.00	\$ 300.00
Permittes	\$ 400.00	\$ 1,300.00	\$ 3,155.00	\$ 0.00	\$ 1,100.00
Planning Meeting	\$ 0.00	\$ 85.00	\$ 700.00	\$ 0.00	\$ 700.00
PTA Dinner	\$ 0.00	\$ 2,000.00	\$ 2,500.00	\$ 0.00	\$ 2,500.00
Spirit Night	\$ 0.00	\$ 0.00	\$ 1,000.00	\$ 0.00	\$ 1,000.00
Track Work Days	\$ 0.00	\$ 0.00	\$ 500.00	\$ 0.00	\$ 500.00
Green Key! Track Drive Event (Food sales/affle/Bookending/Goodwill)	\$ 0.00	\$ 0.00	\$ 4,000.00	\$ 0.00	\$ 4,000.00
Parent T-shirts	\$ 0.00	\$ 800.00	\$ 1,500.00	\$ 0.00	\$ 1,500.00
Future Mass T-shirts	\$ 0.00	\$ 40.00	\$ 0.00	\$ 0.00	\$ 40.00
Senior Regs	\$ 0.00	\$ 111.80	\$ 100.00	\$ 0.00	\$ 111.80
Spring Flowers	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
PTA Cash	\$ 0.00	\$ 80.00	\$ 0.00	\$ 0.00	\$ 80.00
Miscellaneous	\$ 0.00	\$ 122.27	\$ 0.00	\$ 0.00	\$ 122.27
Total Income	\$ 1,800.00	\$ 16,834.29	\$ 41,060.00	\$ 0.00	\$ 41,060.29
Total Available Funds	\$ 1,800.00	\$ 16,834.29	\$ 41,060.21	\$ 0.00	\$ 41,060.21
EXPENDITURES					
Senior Regs	\$ 0.00	\$ 111.80	\$ 300.00	\$ 0.00	\$ 311.80
Permittes	\$ 1,300.00	\$ 1,300.00	\$ 1,400.00	\$ 0.00	\$ 1,400.00
Green Key! Track Drive Event	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Carryover for 2018	\$ 0.00	\$ 0.00	\$ 1,000.00	\$ 0.00	\$ 0.00
Student T-shirts	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Parent T-shirts	\$ 0.00	\$ 0.00	\$ 500.00	\$ 0.00	\$ 500.00
Future Mass T-shirts	\$ 0.00	\$ 40.00	\$ 0.00	\$ 0.00	\$ 40.00
PTA	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
November Staff Fair	\$ 200.00	\$ 200.00	\$ 100.00	\$ 0.00	\$ 100.00
Spring Flowers	\$ 0.00	\$ 0.00	\$ 700.00	\$ 0.00	\$ 700.00
Sponsorship Signs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Mass Event (All students in 2017)	\$ 0.00	\$ 2,000.00	\$ 21,000.00	\$ 0.00	\$ 19,000.00
PTA Insurance	\$ 400.00	\$ 400.00	\$ 600.00	\$ 0.00	\$ 400.00
Parent Booster Dinner	\$ 0.00	\$ 0.00	\$ 900.00	\$ 0.00	\$ 900.00
Banking Fee	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Miss T-shirts	\$ 0.00	\$ 25.00	\$ 100.00	\$ 0.00	\$ 75.00
Decorations	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Janitorial Services	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Printing and Postage	\$ 0.00	\$ 0.00	\$ 200.00	\$ 0.00	\$ 200.00
Entertainment	\$ 0.00	\$ 0.00	\$ 5,000.00	\$ 0.00	\$ 5,000.00
Total Expenses	\$ 1,911.00	\$ 3,942.00	\$ 41,060.21	\$ 0.00	\$ 41,060.21
Total Balance Remaining to Carry Forward	\$ 0.00	\$ 12,892.29	\$ 0.00	\$ 0.00	\$ 0.00

Second Business Craft Fair – no update other than...

All food vendors donated back to us, we made \$123 on the raffle, and about \$1800 from vendor booths

Third Business – Spirit Nights

Bush's - \$98

Brooklyn Heights - \$423

Chipotle - \$65

Newk's - ??

Fourth Business – Thirty One Gifts fundraiser – no update

Fifth Business – Flocking

Mary Ellen said it is going slow

Sixth Business – Poinsettia sales – made about \$700

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

Kirsty provided an inventory update and Kathy updated website to only sell sizing that we have available

We are selling the "Future Mav"; for \$10. Mary Ellen provided available sizing update and Kathy updated website to reflect it

Eighth Business – Parent Letter

We need to get it sent out to all Class of 2018 Parents.

Tanya Vacula got a copy of the Class of 2016 letter and will modify it for Class of 2018 use.

Ninth Business – Feeder School PTA

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

Tenth Business – Corporate Sponsors

We still do not have a committee chair.

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

Maybe Sydney McCann and Holly Stewart could start contacting companies for donations for prizes and at the same time ask them if they would like to be a corporate sponsor???

Tracy moved to adjourn meeting, Kirsty second the motion. Meeting adjourned at 8:10pm.