

MAMBO November Meeting Notes 11/14/18

Those in attendance: David Grisham, Gail McGaughey, Cynthia Engel, Emily Hurd, Vanessa Hurd, Vanessa Villanencio, Mark Wright, Carmen Greenleaf, Rachel Dobbins, Dian Long

Meeting began at 7:02

October Minutes approved by Carmen and seconded by Mark.

Donnie representative from the Bank of Washington bank went over the signature cards and had all board members sign.

A conversation began suggesting that the treasurers sign up for online banking and the possibility of the treasurers using debit cards for ease of transferring funds and such was suggested. Several members asked if this was in compliance with the bylaws and if approved how we would establish safeguards.

The question was then asked if the Sports Booster Group used this method and what type of accountability could be put in place.

The conversation continued saying that ASB does use online banking. The discussion included talking about liability and if it would be allowed with a 501c3. The group decided to put this discussion on hold while they do research on the subject.

Review of Bingo Night – Carmen/Retrospective:

1. Make sure treasurers provide \$150-\$200 in small bills divided up in two cash boxes or possibly three.
2. Order ten pizzas (there were four pizzas left over).
3. Have a pre-made sign for concessions.
4. Order less soda since we did not sell much. Most of Coke products were gone, some Sprite, no diet sodas sold.
5. We sold \$140 of raffle tickets. This would be a worthwhile area to continue. We do need to be mindful of who we ask as auction procurement is occurring as well.

** We do want to remember that kids cannot sell raffle tickets – must be 21 years of age.

**Check to see if we have more raffle tickets for the auction.

6. Remember to have a gift for Monica (the auctioneer) prior to the event.

Carmen took care of this after the event. She gave her a gift card to Trader Joes and flowers.

6. Purchase more candy for the tables.

7. Most popular timing to have this event seems to be before Halloween.

8. Consider having a meal deal that includes pizza, soda, dessert.

Auction Update and Conversation:

Rachel has received an auction list from Nicole Sergeant. There will be auction software that will make it possible for everyone to put items directly on the spreadsheet and update.

David mentioned that he should be receiving the contract for the use of the Holy Rosary event center on Monday.

Cynthia and Steve will be in charge of the Dessert Auction. We discussed whether the kids should take the cakes to the tables with plates or if the items should be preset on the tables.

There was a conversation in regards to if the student volunteers should be used to bus tables or for running purchased items.

The question was asked as to if we would have live auction items. It was said that the prior year these items did not do well with the exception of the live Raise the Paddle which we will have again this year.

Diana Jackson and Carmen are in charge of food.

Carmen suggested Italian and the group agreed. We will allow Diana to choose the menu for us and perhaps make the salad and rolls to off-set costs. So far the costs may be as follows:

\$1511 – Food (Last Year \$1500 was allocated).

\$200 – For the Bar Items; It was noted that the numbers are most likely skewed from last year as Tiffany and Kim have several connections and donated several cases of wine and a keg.

\$129 – For cutlery and plates.

David Grisham will be the host.

PR Updates

Rachel said there are none

Upcoming Events

December 4th – Choir Concert

December 6th- Empty Bowls

December 18th- All band and Choir Concert – desserts provided for both of these events.

No cash boxes needed as we use donation boxes.

Macbeth – December 6,7,8th and 13, 14, 15

Conversation Continued Regarding About Debit Cards and On-Line Usage

Music Updates

Emily/Band/Orchestra the Jazz symposium went very well.

Feb 9th there will be Clinics and Guests for Winter Jazz Night.

David reported that the Fugals sound great and the kids love them.

Dec. 1st- MLT IE all day

Students of the Month Chosen For November:

Lauren Craig for Art- 3D Design

Sophie Stocker - Drama

Budget

Vanessa suggested that we merge all music/drama hardship accounts.

There is a proposal from the teachers and we will have an email vote. Everyone needs to respond in a timely manner!

Bingo Night

Total earned \$954.80 (not including expenses)

\$135 from raffle

\$255 from concessions

The dollar amount from the Jazz symposium is not in the budget yet.

We talked about leaving a set amount of money in the cashbox. Mark talked about floating cash in the cash box for greater ease and Christy suggested having a set written policy and using. Vanessa asked for a written story to use for a paper trail. Rachel suggested going thru the WSPTA money matters class which is an on-line booklet to make sure that all rules are being followed.

Mattress Fundraiser

There were concerns about PR raised concerning this event. Several parents talked about a bait and switch tactic regarding the coupons. There seemed to be some misrepresentation from some of the folks from the mattress event.

30 mattresses were sold, making the event successful.

The question was asked as to if the market is saturated for this event; MLT and EW host this event as well.

Nancy (representative for the mattresses) needs to give away more prizes.

Some kids said that they handed out coupons and did not get credit.

A discussion continued talking about if the timing for this event is the best. We could explore doing the Auction slightly earlier along with the recycle event and have 3 events in the spring. It was suggested that perhaps we should do the mattress event every other year.

David pointed out the fact that this fundraiser virtually takes no effort.

The conversation continued about whether the barbeque was successful in educating parents and kids about upcoming events as not many people came.

The group talked about what social media is most effective. A few people suggested Instagram. Rachel was not sure about the rules of using the kid's pictures using this method. 1 on 1 contact is the best for inviting parents to join in.

The idea of having a Reach Out Spring Barbeque prior to the middle school kids graduating from 8th grade and inviting them at this time is one idea to reach the parents.

Checking our Mailboxes

Carmen and Gail offered to check the mail boxes. It was suggested that they be checked the 1st and 3rd of the month or the 2nd and 4th. Christy asked if there is a policy on how long we have until we cash checks – it is 3 business days as stated in the bylaws.

Rachel will post the bylaws on the website.

The meeting adjourned at 9:15 pm.

