

DeBakey PTO Board Meeting
Corner Bakery
Date: November 12, 2017 Time: 3PM-5PM

Board Members in Attendance listed below:

Matt Konvicka, President (Present) Dave McMillan, Treasure (Present)
Kathryn Marrero, Secretary (Present) Vincent Sanders, VP-Fundraising (Present)
Meredith Bryant-Volunteer Coordinator (Absent)
Rita Willoughby, Parliamentarian (Present) Shiv Pathak, Membership (Present)
Martha Chica- Uniform (Present)

REPORTS

VINCENT SANDERS, VP-FUNDRAISING

Pass out flyers in drop-off & Pick-up carpool line
Newsletter-Make announcements (Rita Willoughby)
Gym teacher request a US Flag-Need size? Price? Fire retardant? Find out requirements
Request from departments at PTO meetings to submit needs
Wreath Across America Fundraiser –Rep to come to PTO meeting to discuss the details;
Make link on web-site

MATT KONVICKA, PRESIDENT

Board Members use new e-mail address
Discuss possible switch to CHIMP vs Constant Contact
Board member job descriptions
Alumni (Vincent Sanders will lead)-Misspellings, engagement role, Plaques for Gala donors
Fundraising Wish List in the amount of \$59,500 provided written list
Confirm PTO meetings 2nd Tuesday of each month with prior Sunday board meeting

RITA WILLOUGHBY- PARLIAMENTARIAN

Volunteered-To create Monthly Newsletter with events and school news

DAVE MCMILLAN, TREASURER

- Credit card reader solution
- Budget
- Remaining funds for new school
- Christmas tree approved \$250.00 will meet at school
- Theater lights re-focusing \$700
- Dental tools \$2500
- Marquee
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SHIV PATHAK-MEMBERSHIP

Will announce sign-up and collect for PTO Membership Drive
Will e-mail new members information for school year 2017-2018 to Kathryn to add to CC

KATHRYN MARRERO, SECRETARY

When are minutes taken voted as accepted?

Provided information for Class of 2018 - S. Ford Events/Dates

Will clarify Teacher Appreciation Brunch dates

MEREDITH BRYANT, VOLUNTEER COORDINATOR-

Passed out sign-up sheets for Teacher Appreciation Brunch several parents signed up

Announced a Sign-up Genius will be sent out for events going forward to the student body and parents

MARTHA CHICA, UNIFORMS

Next Uniform Sale Date: Dec 8th

Meeting adjourned at 5:00PM

VOLUNTEER EVENTS Need Sign up Sheets for PTO Meeting

WILL CLARIFY Teacher Breakfast & Field-Day DATES

DATE	EVENT	COST	TIME	NEEDS
Dec 17 th	Teacher Breakfast	\$300	7am-	Snacks, drinks, decorations theme TBA 4-6 volunteers
March 18th	Field Day	\$750	Entire School Day	
May 18 th	Teacher Breakfast	\$400	7pm-11pm	Location TBD
May 18 th	Senior Class Breakfast	\$2,200	7am	Parent Volunteers

SENIOR YEAR \$6,000

DATE	EVENT	COST	TIME	NEEDS
JAN 19 TH	Winter Ball		7PM-11PM	Snacks, drinks, decorations theme TBA 4-6 volunteers
March 9th	Field Day	\$900	Entire School Day	
April 21 st	Prom		7pm-11pm	Location TBD
May 30 th	Senior Class Trip Six Flags Fiesta Texas		Entire Day	Parent Volunteers