

DeBakey PTO Board Meeting
Corner Bakery
Date: December 10, 2017 Time: 3PM-5PM

Board Members in Attendance listed below:

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

REPORTS

VINCENT SANDERS, VP-FUNDRAISING

Student Council sells refreshments at games earn money
Pass out flyers in drop-off & Pick-up carpool line-Wreath Fundraisers
Rita W. will put "Wreath Across America" on Facebook
Reached out to city RE: Benches help from Mayor Liaison
Gym teacher request a US Flag-Need size? Price? Fire retardant? Find out requirements
Wreath Across America Fundraiser –Rep to come to PTO meeting to discuss the details;

MATT KONVICKA, PRESIDENT

Need new Mini-IPAD (New refurbish \$350) for taking credit cards choosing to go with CHASE BANK
Christmas Gifts for teachers & staff (approx. 90) \$50 CASH
Seniors jackets \$50-\$60 Ms. Neal order has been placed ONLY FEW EXTRA ORDERED
Closed the PTA bank account; \$12k owed to Matt for paying uniform bill in NOV 2017
Dental equipment cost approx. \$4k trying to secure "used" equipment (2-sets)
Theater "Lights Installed" completed Dec 8th paid in full One Act Play Clinic \$450
Discuss possible switch to CHIMP vs Constant Contact
Ms. Kahn Art teacher ADOBE software given by HISD; MAT Cutting Board \$1700 approved
RE-Framing & New scan past principal pictures budgeted \$2k
Provide Step-By-Step instructions how to sign in on "Smiles Amazon" for Fundraising
Alumni Misspellings, engagement role, Plaques for Gala donors-MAKE CORRECTIONS once
Fundraising Wish List in the amount of \$59,500 –Marquee \$10k
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
Newsletter-Make announcements (Rita Willoughby)
Contact Sandra Alhorn will make business cards with Randall, Kroger; Target, Barnes & Nobles,

DAVE MCMILLAN, TREASURER

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SHIV PATHAK-MEMBERSHIP

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-

MARTHA CHICA, UNIFORMS

Meeting adjourned at PM

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