

**DeBakey PTO Board Meeting**  
**Corner Bakery**  
**Date: October 8, 2017      Time: 3-4:25pm**

**Board Members in Attendance listed below:**

Matt Konvika, President	Dave McMillan, Treasure
Kathryn Marrero, Madam Secretary	Vincent Sanders, VP-Fundraising
Shiv Pathak- Membership	Rita Willoughby- Parliamentarian
Meredith Bryant-Volunteer Coordinator	

**REPORTS**

**VINCENT SANDERS, VP-FUNDRAISING**

Suggested we have a list of teachers wanting to attend-Laura Williams is collecting monies from teachers who want to attend gala for \$10.00 a ticket.

Inquired about table set-up for gala and dance area.

Will poll class of 2018 for students that are in need of computers and/or other needs

Discussed fundraising activities in 3 phases: 1) immediate 2) this year 3) in the future

Fundraising Suggestions 1) mini-concessions for athletic events: 2) vendors in the community for special DeBakey night out.

\*\*Friends of DeBakey Foundation to support school separate from PTO TBD by Jonathan Dixon more details to follow.

**MATT KONVIKA, PRESIDENT**

Voted on Board Meetings to stay the same time- 3pm and place- Corner Bakery

Board Voted and all approved no nays

- Fundraising

Requested a "Wish" list from Ms. Perry, Teachers and Student Clubs

- Gala

Gala- sold 120 tickets as of 10/9 (not including the teachers)

Sign-up genius created for Gala volunteers, Meredith requested access to the Sign-up genius

Advertising needs -Twitter; Facebook; Email and Call-Out

Will request a Call-Out from Ms. Goudeau to announce -PTO meeting and Gala ticket sales

Gala food per plate is \$12.00; drinks (frozen margarita/daiquiri virgin & cappuccino drinks) \$400; Decoration \$500;

Uniforms due to arrive on October 19<sup>th</sup> selling date TBD

- Budget

Teacher Appreciation Day breakfast/lunch (Date TBD) increased to \$2,000.

New account at Chase was closed by mistake: open up new PTO account with Dave still working out the glitches with Chase personnel.

- Harvey

Discussed ways to help those (students and teachers) affected by "Harvey"

1) Free uniform pieces; 2) Housing for displaced teacher.

**RITA WILLOUGHBY- PARLIAMENTARIAN**

Made list of all DeBakey clubs and designated teacher

Suggested- Clubs and Teachers to have a table at gala for fundraising to support their causes

Inquired about cost of seating and shade covering for 5<sup>th</sup> floor balcony (picture provided).

Announced the Gala planning committee meeting Tuesday 10<sup>th</sup> at 5:30pm.

Confirmed committee members had an option sign up on Sign-up Genius or not too.

Announced the Parent welcome for 9<sup>th</sup> graders is on 10/12<sup>th</sup> and 10<sup>th</sup> graders on 10/24<sup>th</sup>

**Continue DeBakey Board Meeting Minutes  
October 8, 2017**

**DAVE MCMILLAN, TREASURER**

Presented the proposed budget with the following changes-Budget line items added- Web Posting; Constant-Contact; Go-Daddy; Teachers  
Possible Grant for Exxon Community Service hours to yield a contribution of up to \$3000.00  
Balance from- uniform sales-\$57,580 (\$35,580 Tax free-reference tax free holiday) leaving a total of \$19,000 as taxable income  
Board voted to transfer funds from "old" PTA Pay Pal account to new PTO business account with an explanation in memo "this is a transfer due to income from sales deposited into the wrong account requiring a transfer to correct account"  
Board Voted and all approved no nays.  
Monies allocated for classes 2018-2019 to be move to appropriate account in 2017.  
Notified PTO Board of a Security issue- The membership forms sent via Email are unsecure and information can be accessed by unauthorized individuals; creating a security concern with membership information that is emailed.  
Discussed possible Teacher/Club allocation of funds for the year in the budget.

**SHIV PATHAK-MEMBERSHIP**

Discussed ways to increase membership at school events.  
Ask for volunteer to assist at Membership Tables for 9<sup>th</sup> & 10<sup>th</sup> grade informational events

**KATHRYN MARRERO, SECRETARY**

Confirmed DeBakey is transitioning all bank accounts from the name PTA to PTO

**MEREDITH BRYANT, VOLUNTEER COORDINATOR-**

Suggested students need to be an active part in raising funds for their graduation class & clubs specific to them.  
Requested a flyer (half-sheet of 8.5x11); Matt will create flyer (10/9/17) for gala & PTO Meeting info on the back of the flyer and she will print them  
Will pass out flyers Monday & Wednesday in pick-up carpool line.  
Informed board school dress code enforced starting Monday Oct 9<sup>th</sup> per Ms. Perry.  
Will contact Cheryl Ford to determine details for Teacher Appreciation Brunch.  
Requested the coffee man's contact information.  
Fall Festival event will contact Dr. B concerning the needs.

Meeting adjourned 4:25pm

