

## MMAPO Board Meeting Minutes

August 23, 2021

Meeting began at 7:15pm CST

Present: Melissa Rod, Janie Kenney, Emily Drapela, Carrie Polonsky, Ron Eichorst, Erin Eichorst, Tish Osuna, Karla Regina Baeza Terrazas, David Rowley, Tricia Cantwell and Lacey Keller

Absent: Monika Stilwell

1. President Report: Melissa thanked the Company Moms for doing such an awesome job! She welcomed MMAPO feedback. Melissa mentioned she has a great lead on a new Treasurer and Karla offered she might have someone available in Fox Company, but there was an exhaustive request for data e.g. back taxes, spending history, etc for the past three years before this person would identify themselves.
2. Vice President Report
  - a. Janie talked about Battle of the Barracks (BOTB), set to kick off by September 1, 2021. Goal is \$20,000 per Company. Prizes for the two winning Companies were discussed: a "sleep in" day and a \$1000 catered dinner. Stressed the importance of the Company Moms to ensure Company's participation and communication in BOTB. Timely Communication is essential to our success.
  - b. Janie talked about MMAPO current successes! The new-and-improved website, Shopify, MMAPO Parents Mixers and having a full, active group of MMAPO leaders and volunteers. Also, the new MMAPO Welcome Back Teachers luncheon was a success, thanks to Tricia and Karla Regina!
3. Treasurer Report
  - a. Balances: \$11,258 in BOA checking, \$3236 in BOA savings
4. Secretary Report
  - a. Shopify is online and works! Special donation buttons have been created for BOTB campaign.
  - b. Company Mom Handbook completed and sent to all Company Moms, Dis and Administration.
  - c. Will get approval from MMA on new shirt/hoodie design. Get quotes.
  - d. Emily will begin posting MMAPO Meeting Agendas and Minutes to the MMAPO website.
  - e. Finalize the BOTB new logo, create new letterhead for thank you letters and tax donation receipts.
5. Special Projects Committee Report
  - a. Photo booth and backdrop for Birthday Ball. Two bids, the lower bid seems like a better deal, more information will be provided at the next meeting
  - b. Welcome Back Teachers Breakfast on August 16 was an enormous success. Turnout was phenomenal and there were lots of MMAPO volunteers present.
  - c. Suggested by Tricia that we reach out to new families PRIOR to New Cadet Drop Off so we can invite them to visit the MMAPO area in the CAC in January. Many families did not know to come.
  - d. Next Events:
    - i. Houston Football Tailgate on Oct 15 (Karla Regina leading)
    - ii. MMAPO Military Staff Appreciation Luncheon scheduled for November 12. (Tricia leading)
6. Volunteer Committee Report
  - a. The August MMAPO Parent Mixer was wonderful! Carrie reports that she met lots of great new families who are excited to be at MMA.
  - b. Carrie reminded everyone that she is the point of contact if anyone has a need for MMAPO volunteers.
  - c. She needs two new volunteers from each Company: Company Moms, please pass new vols to Carrie.
  - d. She also needs volunteers to help sell during Plebe Graduation Weekend (football game and after parade).

- e. Carrie was very happy to see so many of our teens (not all were MMA Cadets) helping MMAPO during New Cadet Drop Off. She strongly encouraged all Company Moms to work with the MMAPO booth/table during New Cadet Drop Off. New families loved meeting their Company Moms.
  - f. LOVE the New Family Breakfast that Echo Company hosted! Will consider doing an MMAPO-sponsored one for all Companies in January for new families.
  - g. Carrie will bring our new MMAPO nametags to Plebe Graduation Weekend.
7. Merchandise Committee
- a. Emily will get the new tee/hoodie logo for all Companies approved through Administration.
  - b. David requested that we use one form of communication to help streamline our dialog. Will continue to use MMAPO GroupMe as well as email.
  - c. September 9, 6:00pm: Merchandise sale at MMA Football Game by stadium. Volunteers needed.
  - d. September 10, 2:00pm: Merchandise sale at MMA Plebe Graduation on Battalion St. Volunteers needed.
  - e. David is obtaining a bid for the "flag and sword" design tee. Already have design approved by Administration.
8. Membership Committee
- a. Battle of the Barracks (BOTB): Emily is working on a plan for Marketing and Communications (addendum to these minutes).
  - b. Kick off BOTB no later than September 1, 2021. End October 10, 2021
  - c. Carrie & Emily will compose thank you letter from Melissa Rod to all donors, serving as donation receipt as well.
  - d. Website will reflect the BOTB as will heavy Facebook promotion. Email campaign to Company Moms for sharing with their families (Emily).
  - e. Get bids for additional MMAPO tees and caps (Emily donated the first batch). Parents wanted to buy them at New Cadet Drop Off, especially the caps.
9. Audit Committee
- a. Ron is going to work with our new Treasurer at the time she comes on board.
10. Miscellaneous
- a. Karla Regina and Lacey volunteered to do the Houston Tailgate for the MMA Football game. Executive Board later voted to approve budget of \$600 for this event. Emily will compose email to invite families by end of September.
  - b. Executive Board later voted to approve quote of \$8370 for purchase of new Company tees and hoodies to be printed with Trendz in Harlingen.
  - c. MMA requested Executive Board assistance to procure polo-style shirts for all cadets, Executive Board later voted to approve \$5750 to procure polo shirts.
  - d. Executive Board will implement meeting facilitation protocols to ensure our time commitments are adhered too

NEXT MEETING: September 10, 1:00pm, Cadet Activity Center (CAC) Theater. GENERAL MEETING open to all MMAPO member-donors. This is one of our required MMAPO meetings for all Board and Chair members.

General Meeting adjourned at 8:32pm CST.