

MMAPO Board Meeting Minutes

June 28, 2021

Meeting began at 7:00pm CST

Present: Janie Kenney, Emily Drapela, Jennifer Betts, Karla Baeza, David Rowley, Carrie Polonsky, Erin Eichorst, Ron Eichorst, Kristin Luckey, Monika Stilwell

Absent: Melissa Rod, Tricia Cantwell, Alicia Rohr, Lacey Keller

1. President Report: Janie spoke on behalf of Melissa and stated she is very grateful for the volunteers who helped at the MMAPO Parent Mixer and Camp Graduation Weekend, July 23-24. Melissa is excited about the new year and new ideas.
2. Vice President Report
  - a. Selling merch at Camp Grad didn't happen. The events were cancelled and then reinstated.
  - b. The MMAPO Parent Mixer at the Hilton went very well. About 150 people attended.
  - c. MMA Football game in Houston. Possible tailgate party to be organized.
3. Treasurer Report
  - a. Balances: \$5681.35 in BOA checking, \$4110.76 in BOA savings, \$5802.29 in PayPal.
  - b. Jennifer set up a QR code to make in person merch sales easier.
  - c. QuickBooks set up is complete dating from 2017 to present. This will help us figure out our budget for the coming year. We currently spend \$27/mo for QuickBooks. Motion made, seconded and passed to eliminate this fee to use Jennifer's own QB program.
  - d. She is trying to identify a charge to the BOA checking account from 4Imprint. It's thought to be the Charlie Company shirts that Melissa ordered for summer camp.
  - e. Ron Eichorst will be working with Jennifer to do two audits per school year.
  - f. Jennifer is trying to request past tax returns but is getting no response from the previous person who did that for the MMAPO. She wants to hire a new accountant.
4. Secretary Report
  - a. Moving our online shop to Shopify. Motion made, seconded, passed.
  - b. Suggested to Secretary to move online membership forms to Shopify. Will investigate.
  - c. Need new membership form from Janie/David. They will have to Emily by July 30.
5. Special Projects Committee Report
  - a. Next MMAPO Parent Mixer: August 13, 7:30pm at the Hilton
  - b. There will also be a Mixer in September for Plebe Graduation Weekend.
  - c. Kristin stated that MMA will not post Mixer info online but that she will make sure the recruiters forward the information to all new families. Emily will post on MMAPO Facebook page.
  - d. Decorations are not allowed at the Hilton Mixers.
  - e. Birthday Ball: Special Projects will set up a backdrop for photography. Tricia, in an earlier phone call with Emily, suggested that she is looking into also doing a large photo booth.
  - f. NEW! Welcome Back Teachers Breakfast on August 16.

6. Volunteer Committee Report
  - a. Company Moms have been asked via email to provide names of potential volunteers from their companies. No response from Alpha or Golf Company Moms. Will find another way to reach them.
  - b. Carrie is making name tags for all MMAPO Board members.
  - c. Brought up the response time for emails, suggesting a 24-hour response time. Will be discussed by voting board offline.
  
7. Merchandise Committee
  - a. David has a new graphic designer that is going to create new designs for our merch.
  - b. Old MMAPO merch needs to be donated.
  - c. August 14, 7:30am-12:00pm: Merchandise sale at New Cadet Drop Off. Volunteers needed.
8. Membership Committee
  - a. Battle of the Barracks: working on a plan with Janie. Will have plan completed by September
  
9. Audit Committee
  - a. Ron is going to work with Jennifer to come up with an audit plan. They suggested a once-per-semester audit (twice per fiscal year).
  
10. Miscellaneous
  - a. Emily is ordering MMAPO tees for all members. Will bring to New Cadet drop off. Can mail to those who are not present that weekend.
  - b. Emily suggested a bylaws revision to discuss meeting attendance. Janie and Emily will work on this proposal and present it at the next meeting in August.

NEXT MEETING: August 23, 7:00pm CST, Zoom

General Meeting adjourned at 8:10pm CST.