

## MCEA Board Meeting Minutes

Date: Tuesday, July 31, 2018

Time: 1:00pm – 3:00pm

Location: Ms Lindahl Classroom

Agenda: Open House

Present: Andria Lochtenbergh, Angelica Whitbeck, Cynthia Clark, Deana Darby, Beth Boston, Dana Rice, Sarah Lindahl, Elaine Whitbeck, Olivia Clark, Jacob Augustin, Chloe Tullis

### Open House, August 2, 2018

- Volunteers to arrive at 4:30 pm
- Sarah requesting 5 computers (3 for Charms, 2 for emails)
- Student Board / Olivia to work on direction signs and any decorations
- Andria and Sarah to print Charms instructions, volunteer forms, show calendar
- White board information – important dates for students and parents, supply lists
- Sarah to work on Amazon Smile and Wish List
- All “up to speed” with dues information and what is covered
- Open House Positions
  - o Charms Instruction – Chloe and Jacob
  - o Emails – Chloe and Tasha
  - o T-shirts – Elaine
  - o Dues – Andria and Angelica
  - o Volunteer sign-ups – Beth, Deana, Dana, ALL

## Old Business

### Program needs

- Curtains – Sarah to pursue grant
- Light Board – Get quotes for the Board to fund.
- Head Sets – Tabled for now

### Fundraisers

- Cynthia will oversee
- Kohl's – Board and students to brainstorm maximum use
- Bake sales possible
- Fall Flower sale possible – Deana to check dates

### Trick or Treat Food Drive options – to brainstorm

### Remind Dates

- Team Building – August 11, 2018, 2:00pm – 5:00pm
- Mandatory Parent meeting – August 21, 2018, (6:30pm Freshmen, 7:00pm All)
- Corn Maze – November 1, 2018