

MFCCC Parent Steering Committee / Monthly Meeting

Date: November 15, 2012

Time: 11:45 a.m.

Location: MFCCC

Meeting Called By:

Facilitator: Lee Ann Isbell, Director

Minutes Assigned:

Attendees: Parents: Heather Winfrey-Richman;

Staff: Lee Ann Isbell; Julie Harms

Guests: None

Parent Steering Committee Fund Balance:

Balance was \$10,609.16 as of October 31, 2012. *PSC funds are used to support PSC-sponsored activities, such as those discussed in these minutes.*

Parent Steering Committee Fundraisers:

- *Drink Pouches & Other Recyclables (Katy MacGregor):* No report.
- *Kroger (Leads – Amy):* Received \$157.50 this month. They give MFCCC 3% of reloads on Kroger gift cards purchased from Child Care. We receive a check every time we have \$5,000 in reloads. Stop by the office to purchase your reloadable gift card.
- *Monkey Joe's (Lead-Heather):* Next event will be Thursday, January 10, 2013 from 4:00-8:00. Mark your calendars! Another event will be scheduled in August 2013
- *Gift Cards by Scrip (Leads - Jennifer):* Profits for November was \$161.78. Last chance to order before Christmas is November 28th. This is a great way to get you shopping done while supporting MFCCC! Heather will put on the Methodist ConnectMe website to encourage participation through the organization, too.
- *Target Visa – Taking Charge of Education (TCOE):* We receive an annual check of 1% of all Target purchases on a Visa Target card go to MFCCC and .05% of all Visa purchases go to MFCCC. For more information to link your Target Visa card with TCOE see Lee Ann.
- *Box Tops for Education:* Carol Wrigley is actively sending in box tops! Please continue to save your Box Top for Education and Campbell Soup Labels! Also, check out their website at: <http://www.boxtops4education.com/> to sign up for you to help MFCCC receive on-line box tops, too.

Other Activities:

- *Welcome Packets (Lead – Nicole) –*No report.

New Projects:

- *Teacher Resource Room/Laundry Room (Lee Ann):* The Methodist Medical Center granted Child Care \$45,000 of capital funds to do the following to the Commons Storage Room: fire rate the room with a new door, thicker drywall, and solid ceiling; make necessary adjustments to lighting and sprinkler system in the new ceiling; install electrical, plumbing, and ventilation to accommodate a stackable washer & dryer; paint; and new flooring. The PSC will purchase the stackable washer and dryer. Project is scheduled to begin 11/19 and completed no later than 12/31. This is really awesome news! Child Care staff are very thankful. Additional update to make it a teacher resource room will be phased in with shelving, counter workspace, etc...

- *Butterbraid Fundraiser (Angi & Marti)*: Profit for this butterbraid fundraiser was \$1,857.80! This will cover the majority of the costs for the washer and dryer. Thank you all who supported this project.
- *Vendor Fair (Marti & Sarah)*: A vendor fair was held on November 3rd to raise funds for the PSC. No report.
- *Cribs (Le e Ann)*: Lee Ann reports that there is a new federal mandate and DCFS licensing requirement relating to cribs. All cribs purchased prior to 1/2011 must be replaced with cribs meeting the new standard. Lee Ann submitted a Quality Counts grant request to cover the cost of the cribs. It will cost \$7,117 to replace 32 cribs. The mandate must be met by the end of the year. The old cribs must be destroyed and cannot be reused or sold. Regardless if we are awarded the grant, they will be purchased and installed before the deadline.
- *Breakfast with Santa*: It will be held 12/15/12 from 9:30-10:30. Donuts, juice, and coffee will be served at this free event for our families. Bring your camera to take a picture with Santa!
- *Teacher Appreciation Week (Heather)*: Planning is beginning for Teacher Appreciation Week (TAW) that will be May 6-10, 2013. See Heather if you wish to contribute and watch for sign up sheets.

Next Meeting: **No meeting in December.**
January 17th @ 11:45 a.m. at MFCCC

Participate: In person or by teleconference: 800-466-7920, enter code 6723196.

Summary of Action Items:

Action Item	Responsible Party	Due Date	Status
Quality Rating System (QRS)	Lee Ann	Complete	Star Level 1; overall score 3.44
Active Member Recruitment	Patti/Heather	Complete	Spreadsheet complete
Early Child Construction Grant	LeeAnn, Maureen, Jessica	Complete	MFCCC will not be applying for the grant
Fundraisers: Drink Pouches, Ink Cartridges, Cell Phones Greeting Card Sales 2011 Greeting Cards Sales 2012 Script Gift Cards Sweet And Savory Sale Pastry Puffins March 2012 Frozen Treats	Katy M. Julie H. Julie H. Jennifer S. Patti Lee Ann/Angi Julie H	Ongoing Complete Complete Ongoing On Hold Complete Canceled	Good response Profit=\$390 Profit=221.00 Report Profits Report Profits Profit =1,395 Canceled
Quality Counts Grant Project 2011	Lee Ann	Complete	
Welcome Packets	Nicole	Ongoing	Packets assembled.
Teacher Resource Room/Laundry Room	Lee Ann	12/31/12	Fire rate room, plumbing, electrical, ductwork, and install washer/dryer expected to be completed by 12/31/12.
Capital 2012	Lee Ann	12/31/12	Received \$11,000 for paint Spring 2012; received \$45,000 for laundry room-See above
Capital 2013	Lee Ann	TBD	Received \$25,000 for Toddler Area flooring