

**MFCCC Parent Steering Committee / Monthly Meeting**

Date: January 17, 2013

Time: 11:45 a.m.

Location: MFCCC

Facilitator: Lee Ann Isbell, Director

Attendees: Parents: Heather Winfrey-Richman, Jessica Dillon, Kirsten Marshall, Katy MacGregor  
Staff: Lee Ann Isbell; Julie Harms

Guests: None

**Parent Steering Committee Fund Balance:**

Balance was \$11,937.52 as of November 30, 2012 and \$12,652.27 as of December 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):* We are expecting a check for \$20.48 this month. In the meantime, Katy sent off more products and there is about \$15 in the account for future check.
- *Kroger (Leads – Lee Ann):* 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. As of December, we have \$1,245 in reloads. Stop by the office to purchase your reloadable gift card.
- *Monkey Joe's (Lead-Heather):* The event on January 10<sup>th</sup> raised \$135. The children and families had a great time. Next event will be Thursday, August 8, 2013 from 4:00-8:00. Mark your calendars!
- *Gift Cards by Scrip (Leads - Jennifer):* Profits for December was \$128.01 and January was \$7.90. This is a great way to get you shopping done while supporting MFCCC! Heather is putting the gift card order form on the Methodist ConnectMe website to encourage participation through the organization, too. She will also contact some departments to remind them they can get their gift cards through us, 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 or go to <http://www.target.com/tcoe> .
- *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.
- *Fundraiser Discussion –* Committee members discussed the frequency and types of fundraisers the PSC does for the center. It was suggested to post a "master plan" for the year so families can plan for upcoming fundraiser events that will meet their individual needs. Another suggestion was to post notices and in one location. It's like we have "communication overload" and then families are less likely to read posts. Parents would like to see center-wide events posted on the individual classroom calendars so there are fewer places to look. Less paper to take home is better for busy families. Jessica suggested that we need to do a better job showing what has been or will be purchased with the fundraiser funds. Lee Ann will take all suggestions into consideration and implement those as appropriate.

**Other Activities:**

- *Welcome Packets (Lead – Nicole) –* Welcome packets were distributed to 37 families for the second half of 2012. They will continue to be distributed as families enroll. Families like the new bags.

**New Projects:**

- *Teacher Resource Room/Laundry Room (Lee Ann):* The Methodist Medical Center granted Child Care \$49,000 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 purchased the stackable washer and dryer. Child Care staff are very thankful. Additional update to make it a teacher resource room will be phased in with shelving, counter workspace, etc... this year.

- *Butterbraid/Pastry Puffin Fundraiser (Angi & Marti):* The committee agreed to sell Pastry Puffins at Easter time for March 21<sup>st</sup> delivery date. Lee Ann will contact Angi Douglas and Marti to see if they are interested in leading this project again.
- *Cribs (Lee Ann):* Lee Ann reports that she received a Quality Counts grant to purchase 12 of the 32 cribs needing replaced. The grant total was \$2,538.30. All cribs have been replaced in accordance with the new federal requirements.
- *Breakfast with Santa:* It was held 12/15/12. Donuts and juice were served at this free event for our families. Children and families enjoyed seeing Santa! Teachers did a great job planning it.
- *Teacher Appreciation Week (Heather):* Planning is beginning for Teacher Appreciation Week (TAW) that will be May 6-10, 2013. Heather shared some ideas that she collected. See Heather if you wish to contribute and watch for signup sheets.
- *Communication:* Lee Ann contacted a texting company to see how much it would cost for mass texting capabilities. It costs \$995/year. Kirsten said the MCON uses School Cast for about \$850/year. The committee agreed that the it was too costly for the intended usage. We will continue to collect e-mail address and work on a way to get them in one database for distributions and announcements.

**Next Meeting: February 21<sup>st</sup> @ 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/Lee Ann	Ongoing	Packets assembled.
Teacher Resource Room/Laundry Room	Lee Ann	7/31/2013	Laundry completed Teacher Resource room in progress
Capital 2012	Lee Ann	Complete	Received \$11,000 for paint Spring 2012; received \$49,000 for laundry room
Capital 2013	Lee Ann	TBD	Received \$25,000 for Toddler Area flooring