

**MFCCC Parent Steering Committee / Monthly Meeting****Date:** February 21, 2013**Time:** 11:45 a.m.**Location:** MFCCC**Facilitator:** Lee Ann Isbell, Director**Attendees:** Parents: Heather Winfrey-Richman, Jennifer Snavelly

Staff: Lee Ann Isbell; Julie Harms

**Guests:** None**Parent Steering Committee Fund Balance:**

Balance was \$17,334.19 as of January 31, 2013. Deposits included \$135 from Monkey Joes, \$1904.10 from QC Grant, \$20.48 from Terra Recycle, and \$3,150 from Scrip gift cards. However, \$2,750 is being refunded in February for Scrip gift card order that was cancelled. *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):* Received a check for \$20.48. Families are encouraged to continue saving the recyclables.
- *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 January, we have \$2,245.00 in reloads. Stop by the office to purchase your reloadable gift card.
- *Monkey Joe's (Lead-Heather):* Next event will be Thursday, August 8, 2013 from 4:00-8:00. Mark your calendars!
- *Gift Cards by Scrip (Leads - Jennifer):* Profits for February was 22.25. This is a great way to get you shopping done while supporting MFCCC! Heather put the gift card order form on the Methodist ConnectMe website through the end of 2013 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 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.
- *Pastry Puffin (Leads – Lee Ann, Monica Z, and Angi Douglas):* Orders are due 3/11 and will be delivered 3/21.

**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.
- *Communication and Calendar (Lee Ann):* Heather provided examples of central calendar and communication boards. Lee Ann announced plans to improve communications regarding announcements, upcoming events, happenings, and fundraisers by putting nearly everything in one location rather than throughout the Center. Feedback from parents provided support for this project. Please let us know if you like the improvements.
- *Fundraiser Discussion:* Discussion continued on the overall fundraising communications. Lee Ann will put together a annual schedule of typical fundraising events so parents and families have the opportunity to make informed decisions on when or if they would like to participate. The PSC will assist with identifying the purpose of the fundraising events.

## New Projects:

- *Teacher Resource Room/Laundry Room (Lee Ann):* The washer/dryer set is installed in working well. Thank you again to the PSC for the purchase of the appliances. Next phase is for the teacher resource workstation. River City will build and install the cabinetry for \$5,000. The PSC Committee approved the purchase out of the PSC funds. The installation should be completed by the end of February. Thank you very much. The teachers and staff will greatly appreciate the new workstation.
- *Cribs (Lee Ann):* The grant money received (\$3,538.30) for the cribs will be deposited in the PSC account. All cribs have been replaced in accordance with the new federal requirements.
- *Teacher Appreciation Week (Jennifer & Heather):* Planning is beginning for Teacher Appreciation Week (TAW) that will be May 6-10, 2013. Heather shared some ideas that she collected. See Jennifer Snavelly if you wish to contribute and watch for signup sheets. The theme this year is "Oh So Sweet!". Heather has it all planned and ready to go. Jennifer is investigating prices for a large teacher gift. Julie Harms is surveying staff.
- *Communication:* Jennifer and Lee Ann discussed other options for mass text messages. Lee Ann will look at using existing systems within the organization. Jennifer will investigate, too.
- *Family Night:* Watch for announcement regarding Family Night in March or April.
- *Facebook:* We are now on facebook. "Like" us to stay up to date on current events.
- *Well Wishes:* Today was Heather (and Grayson's) last day with us. They are moving to Bloomington. Lee Ann formally thanked Heather for all her hard work and dedication to the PSC. They will both be missed dearly.

**Next Meeting:** March 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 Quality Counts Grant Project 2012	Lee Ann	Complete Completed	\$2,538.30 deposited in PSC fund
Welcome Packets	Nicole/Lee Ann	Ongoing	Packets assembled.
Teacher Resource Room/Laundry Room	Lee Ann	2/28/2013	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