

Recent & Ongoing Activities

- Review of the financials occurs almost daily with notifications of all debits over \$1-signed and dated copies of each statement are provided to the Treasurer
- Signed checks with Treasurer on approved transactions
- Processed payroll for Pam Loebach on May 14th, May 30th and June 11th
- Attended Safety Presentation & MCCPTA BOD 5/10 at Carver Auditorium
- Tended to lots of event planning details along with my committee
- Communicating with current sponsors and seeking more for the 2018-2019 academic year
- Met with MCPS TV to plan the 5/24 MCCPTA event on April 30th
- Coordinated the creation of the May event slideshow with an MCPS student-C. Testa
- Created Event Program for 5/24
- Final Site visit to CAC on 5/21
- Provided catering order to Chartwells at Montgomery College on 5/21
- Assisted with Eventbrite rsvps and payment questions
- Requested office bios for program and had it printed via InkPressions
- Shared event details with MCPS Director of Communications to broaden our communication reach
- Met with Dr. Smith on 5/23 at 4 pm
- Worked with Membership Chair to ensure her Membership awards were complete for the program and awards show
- Arranged Provost speaker from MC for the Celebration event on 5/24
- Requested new computer be purchased for Pam Lobach
- Assembled student performer gifts/cards and event host gifts/cards
- Arrived to CAC at 3 pm for set up on 5/24
- Followed up with CAC with final guest numbers
- Worked with MCPS TV crew post event to ensure they had all details necessary to complete aired taping
- Shared details of taping and photographs on listservs
- Assisted training Chair with soliciting foodtrucks, snacks and refreshments plus recruiting sponsor tables for training on 6/4

Future Activities

- Summer Area Meetings-7/9, 7/16, 7/23, 7/25, 8/6, 8/8
- Dr. Smith meeting-6/27 at 4 pm
- Debrief meeting with MCPS TV/CAC staff-TBD

Contacts/Correspondence

- Renewed Constant Contact account and sent correspondence to our database regarding the upcoming May event
- Followed up on numerous May 24th event inquiries
- Reached out to National PTA and MD PTA for a representative to induct officers on 5/24

Issues for Discussion and/or Approval by MCCPTA BOD at 6/11 Meeting

- Solicit more committee members for 2019 Celebration of Excellence-May 23rd, 2019?
- Request topic ideas for 2018-2019 MCCPTA Presents

Important Dates

- MCCPTA Fall Training- September 2018, TBD