

## 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 April 16 and April 30<sup>th</sup>
- Attended MCCPTA BOD 4/12<sup>th</sup> @ 6 pm
- Collaborated with Event Committee to produce an eventbrite and invitation to launch the upcoming May 24<sup>th</sup> Celebration of Excellence-tickets are on sale for \$30/per person (See attached invite for more details)
- Assisted with planning the 4/23 BOE Candidate Forum
- Coordinated the food order with Whole Foods for 4/22, 4/23 and 4/24 MCCPTA events
- Attended the last DA meeting/elections on 4/24
- Tended to lots of event planning details with my committee
- Communicating with current sponsors and seeking more for the 2018-2019 academic year
- Arranged for MCPS GiveBACKpacks campaign and Junior Achievement to speak at DA meeting
- Coordinated photographer to take photos on 4/24
- Met with MCPS TV to plan the 5/24 MCCPTA event on April 30<sup>th</sup>
- Had a site visit with MCPS TV on May 4<sup>th</sup> at MC, CAC
- Coordinated the creation of the May event slideshow with an MCPS student-C. Testa
- Invited sponsors to attend the May event
- Creating Event Program for 5/24

## Future Activities

- MCCPTA May BOD 5/10 @ 6 pm-Carver Auditorium
- MCCPTA Celebration of Excellence-5/24, 6-9 pm

## Contacts/Correspondence

- Assisted Diversity Chair with CUPF reservation for Diversity Conference on 4/21 and followed up on payment
- Planned upcoming events with Whole Foods partner, Alexandra Agostini
- Renewed Constant Contact account and sent correspondence to our database regarding the upcoming May event
- Requested payment from Treasurer for several May event vendors and April expenses
- Requested assistance from MDPTA for induction of officers at 5/24
- Secured certificate of insurance to provide to event venue
- Followed up on numerous May 24<sup>th</sup> event inquiries

## Issues for Discussion and/or Approval by MCCPTA BOD at 5/10 Meeting

- Encourage more photo submissions and highlights for Year in Review
- Reminder for 5/21 RSVPs to Celebration of Excellence
- Request topic ideas for 2018-2019 MCCPTA Presents

## Important Dates

- The 2018 MCCPTA Celebration of Excellence –May 24, 2018 (6-9 pm) at Montgomery College Cultural Arts Center
- MCCPTA Spring Training-Walter Johnson HS, June 4<sup>th</sup>, 6-10 pm
- MCCPTA Fall Training- September 2018, TBD