

# MIT Board Meeting Minutes

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**Date:** Wednesday, Oct 2nd, 2024 **Time:** 6:30 pm **Location:** Southern By Design & Zoom

<https://us06web.zoom.us/j/88473230528?pwd=vGujHX9E2byooVm3WJV6lkzgoKAMNV.1>

Meeting ID 884 7323 0528 Passcode 887781

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Approve Meeting Minutes - Aug & Sept

Treasurer

- With budget approved, need to catch up on reimbursements
- Send reimbursement directions to new teachers, along with monthly statements
- Monthly and quarterly statement filings, annual taxes, annual charitable standing renewal, balance sheet submittal - going to work on updating directions with current process
- Going to work with Jessica on different procedures, so she is up to speed on what the treasurer does

Vice Treasurer

- Gathers reimbursement requests, checks, reports on what has been received
- Review bank statement monthly?
- Help with square deposits from classroom supply fees

Vice Chair

Teacher Liason

- Staff Meetings approx every 2 weeks on Thursdays- which is a great time to announce or share new information
- If we want information included in center newsletters, send before Wed
- Anything for students and family goes to Kim
- Anything for teachers/staff goes to Kelly

Old Business

- Grants Update
  - One submission
  - Need one student and one staff grant reader

## New Business

- Spark!Creativity - Tanya Sharp
  - Partnered with Zenith currently, purpose is to connect with community members to bring art back in the classroom
  - Approx. \$7k from art walk
- STEAM Night Date 2/26
- Book Fair is set for March, can we shift out to May to coincide with Art Walk?
  - Bin for teachers to “request” books