

**MT. LEBANON COUNCIL OF PTA'S
COMMITTEE REPORT - SCHOOL YEAR ENDED JUNE, 2017**

Committee/Office Name:	Hospitality
Committee Chairperson(s) or Officer Name(s):	Rachel Meta
Committee Goal(s) or Job Description:	Provide an appreciation lunch for the Central Office Staff at the high school
Significant accomplishments:	See above
Timeline including beginning and ending dates for committee or position:	Reserve the conference room in January through Jeanine. Electronic invitation sent out about 1 month before lunch Sent Meal Train to PTA Presidents and Council Officers about 1 month ahead of time
Materials/Resources used or needed:	Paper Products, food for main dishes, drinks (many were donated This year from the PTA Installation lunch, side dishes and desserts Donated by PTA members. Simple Greek donated 3 main proteins
Budget: \$300	Actual: \$202.61
If actual is over/under budget, explain reason for variance:	
Suggestions for next year:	Get a head count again from Jeanine to cook for the right amount Of people, this year and last year it was 27. Use Meal Train again
Other Comments:	
Date: 5/3/17	Signed: Rachel Meta