

PTF Minutes from 11/13/03

**Present:** Kaleen Graessle, Anita Chambers, Sharon Riley, Connie Garelick, Judy Lawson, Judy Allee, Shelly Hawthorne, Sylvia Burcham, Susanne Vernon, Chris Turner (late), Libby Weed (late), Renee Craven, Donna Valdes, Jennifer Clark, Denise Humphries

1. Meeting began with prayer.
2. Approval of Minutes from 10/9, general membership meeting 10/28 and re-approval of minutes from 9/11 due to copying error (Judy Lawson motioned and Anita Chambers seconded).
3. **Financial Report:** (Sharon Riley) Fall Festival numbers are good but did not go up from last year (economy struggling). Total Income was \$16993.54, total expenses were \$1214.66, netting a profit of \$15,778.88 to be distributed as follows: \$1009.90 to high school classes, \$3075.00 for teacher distribution, \$11,400 toward wish list items, and \$293.98 floating. Each wish list (elementary and secondary) should receive \$5700. Still no final numbers on Passbook Sales due to secondary. Encouraged Renee Craven to finish secondary numbers out. \$900 in reward cash needs to be put in the books and then returned to Renee to pass out. A more detailed report of finances available through Connie Garelick.
4. **President's Report:** (Kaleen Graessle) A thank you goes out to all the PTF members and volunteers who worked so diligently in the month of October. It is one of our busier months and we successfully completed many tasks. The Bylaws have been revised and Kaleen is very pleased, Fall Festival is over and was a very enjoyable event, and our Passbook Sales are over and should be totaled out soon. The school directory should be out (best scenario) Friday and (worst scenario) Tuesday. The next Communicator will go out with report cards so anyone having information to submit needs to turn it in to Kaleen soon.
5. **Developmental Office:** (Donna Valdes) This is our busiest time with the Partnership Dinner a few weeks away and Jog-a-Fun right around the corner. Donna needs volunteers to help set up the dinner starting at about 12:00. She also needs greeters to help welcome attendants starting at about 6:00. Volunteers will also be needed to man the Silent Auction this year at the dinner, great items like golf, hunting, and fishing trips along with jewelry and photography packages will be auctioned off. Invitations have been sent to all attending churches of BCS students but flyers are available in special events office. Volunteers are also need to count and sort out Jog-a-Fun letters which will go out in December. Packets will be put together on Friday 11/21 in the Church Library.
6. **Fall Festival and Silent Auction:** In comparison to last year's numbers, we are very close in almost all categories. \$5700 for wish lists is Great!!! Sharon is working on letters and forms for teachers. Each teacher (42 in all) will receive \$75 towards classroom purchases. Would like to have checks cashed within 60 days. Kaleen would like to include some of the purchases in the next Communicator. They need to be to her by 12/15. Included in the 42 checks is Children's Ark for all their hard work. Sharon will give the \$75 to Pam Branscum.

- Elementary and Secondary Wish List – Concerns were raised about some items on the lists. Do textbooks and manuals fall under school budget? Is this a benefit to a large group of students? – Does the multimedia projector requested by secondary fall under the technology fund? – Would a filing cabinet fall under administrative expenses? PTF may need to change requirements for wish list to better meet our mission. Discussion was put on hold until we can get clarification from administration. Possible meeting between administration and PTF officers to go over lists together. We need to make sure PTF is accountable to parents. A final concern was brought up by Sharon Riley about silent auction. We need to have opening bids for all items to prevent hurt feelings especially with class baskets. We also need to add to the rules that any expiration dates and stipulations must be displayed on card outside basket.
7. **Passbook Sales** – Elementary did a great job selling books and returning money and books. There is a list of students with outstanding books or money that Kathy Baur is working on contacting. Secondary still has 67 books out and a misunderstanding arose about billing accounts to pay for books. If we bill the accounts we cannot count those numbers in our final count. Reserved cash for reward money needs to be turned into Sharon for accounting purposes before it is passed out to students. We need to finalize and close out Passbook Sales so that we are accountable to parents.
  8. **Cookbook** – (Judy Allee) Theme and Title have been selected but will kept quiet for now. They are seeking quotes from children to add as fillers to cookbook. Some photos will also be included in book. Biggest sale will be Grandparents' Day. There will be 500 cookbooks available at a cost to us of approximately \$8 per book. Books will be sold for \$12 - \$15.
  9. **Teacher Luncheon**- Planned for Tuesday the 18<sup>th</sup>. Godiva Chocolate will be there with free samples of coffee and chocolate. Teacher appreciation is in December.
  10. **Bylaws** – Now that the bylaws have been finished we are going to be divided into Standing committees. The board is defined in the bylaws as four officers – President, Vice-President, Secretary and Treasurer - and standing committee chairs – currently fundraising, service, communication and membership. Should these committee chairs also be in charge of major PTF events?
  11. **Operations Manual** – (Kaleen Graessle) Would like to make up a template for coordinators of events to follow. They would just have to fill in the blanks to document their duties.
  12. Christmas Meeting Agenda
    - Approve Minutes
    - Financial Report
    - Ornament Exchange
    - Food
    - Babysitter will be available
  13. Meeting adjourned.