

PTF Minutes from 10/9/03

**Present:** Kaleen Graessle, Anita Chambers, Sharon Riley, Connie Garelick, Judy Lawson, Mary Ellen Noth, Judy Allee, Barbi Brightwell, Jane Ciarfella, Shelly Hawthorne, Teresa Messina, Diane Troutman, Susanne Vernon, Jennifer Clark and Marquita Moss (late)

1. Meeting began with prayer.
2. Approval of Minutes on 9/11/03 (Judy Lawson motioned, Shelly Hawthorne seconded)
3. **Financial Report:** Membership is under budget but within \$5 of comparison to last year at this date. Percent of membership is up from previous year. BCS has more siblings than ever before so that explains differences. Possibly tell Janet to appeal for membership after directory goes out, many people will want directory. Any income or expenses need to be given to Sharon Riley by Monday before each PTF meeting. This will help her finalize financial report before meeting on Thursdays. Kaleen concludes that budget looks great and expenses are under budget in many areas.
4. **President's Report:** Money for Leah Kay Berry (PTF babysitter) will be collected in envelope at PTF meeting and then Kaleen will pay her in a lump sum. This will be easier for Kaleen to keep up with proper payments to Leah Kay. We will do a thank you note to Leah Kay at next meeting. Teachers have said that there are too many flyers going home in Friday folders. They have requested that we try not to duplicate notes and to send them the copies on Thursday so that they have time to get them in folders. Please send one extra copy for the teacher to post. Kaleen also wants to make communication her top priority after Fall Festival. The PTF Communicator will go out next week. If you have information for Communicator please give to Kaleen by Friday 10/10. A General Membership Meeting is planned for October 28<sup>th</sup> before the Choir concert. The meeting will begin at 7:00 and then choir concert will start at 7:15. Kaleen will present preliminary report on Fall Festival and possibly Passbook sales. We will also vote on adopting new bylaws. These bylaws will be posted on the website by 10/21 for viewing and there will also be hard copies in the offices for those who wish to read them. Kaleen concludes her report by thanking everyone for all the hard work that has been done so far this year.
5. **Silent Auction:** (Sharon Riley) Sharon has talked to Barbi Brightwell about cashier duties and what preparation needs to be done. There are 50 auction donations so far. If each family would donate 1 item we would have 350 to 400 items. We need to stress the earlier the donations the better, last year we had many last minute donations, which took time to process. Sharon reorganized categories to make it easier. Kaleen suggests any information about Fall Festival and Silent Auction be sent to Libby by Wednesday and then she can forward information to teachers for Friday letters. A list of donated auction items will be posted on PTF website. Anyone making an item for the auction should still fill out a slip so that we are aware of item and can put it in right category. Lastly, Sharon asks if Steve Hawthorne (webmaster) could put out plea, to all those

- registered on site, for volunteers for Fall Festival in all areas: concessions, silent auction, tickets and clean-up.
6. **Class Baskets:** (Jennifer Clark) A few titles are still missing but should be in soon and Jennifer will get final list to Sharon.
  7. **Uniform Resale:** (Mary Ellen Noth) Tuesday and Wednesday (11/18, 11/19) before Thanksgiving. Signs will be posted on driveway and youth center and at the athletic center. Sale will be Tuesday afternoon from 2 on through evening since there are athletic games scheduled. Wednesday will start at 7:30. Mary Ellen needs volunteers. Kaleen will help her with that. Sale is not to make profit for PTF. Marquita suggests that any leftover uniforms be donated to scholarship families and faculty families. Mrs. Clark, Coach Walker and Mrs. Riedesel all have uniforms from lost and found to contribute. (Anita made PTF signs for driveway and they are missing. We need to locate who moved them and where they are.)
  8. **Cookbook:** (Judy Allee and Barbi Brightwell) Recipes were due 9/17 but are still trickling in. Currently have 336 recipes and 212 books have been reserved. Judy and Barbi were considering ordering 400 books total but everyone felt we might need to order more than that. The biggest discount for printing is during November to January so they feel we should take advantage of that. Once the book goes to the printers it takes 40 to 60 days to return. We are looking at anywhere from \$0 to \$3500 profit depending on the amount of books we order and the selling price. A cookbook committee meeting is planned for Monday 10/13 at 2:30 in parlor.
  9. **Directory** (Shelly Hawthorne) Final copy should be done Monday or Tuesday and then to the printer on Wednesday. This is later than planned. Will not be beneficial for Fall Festival planning but it is slightly earlier than last year. Shelly has learned a lot and feels next year will be much easier to process.
  10. **Bylaws** (Kaleen Graessle) Bylaws will be posted on website on the 21<sup>st</sup> and hard copies will be available in both offices for those who would like to review them. Committee tried to use general language in bylaws so that they will be used for years to come. Most issues will continue to be majority vote by members in attendance at PTF meeting but some issues may require a board vote of 100%. The four standing committees are: Membership, Fundraising, Hospitality and Communications. We are seeking legal advice to finalize bylaws by General PTF Meeting on 10/28.
  11. **Reports:**
    - a. *Passbooks:* elementary has very few outstanding orders, waiting on last books for delivery. No secondary numbers available.
    - b. *Spirit Items:* looks good, shirts will be available for purchase at festival
    - c. *Muffins and Donuts:* (Jane Ciarfella) Turn out great, dads generous, a few expenses still to turn in
  12. **Fall Festival:** McDonald's toys would be great prizes. Comprehensive list needs to be put together of last minute needs for next Friday's folder.
  13. Meeting adjourned.