

Minutes from 4/8/04 PTF Meeting

Attending: Kaleen Graessle, Sharon Riley, Anita Chambers, Kathy Baur, Teresa Messina, Claudia Arguello, Shelly Hawthorne, Susanne Vernon, Jennifer Clark, Sylvia Burcham, Denise Humphries, Tina Bradshaw, Judy Allee, Libby Weed, Marquita Moss

Kaleen opened the meeting with a prayer.

Minutes from the March 11 meeting were approved by a motion from Susanne Vernon with Teresa Messina seconding. Minutes from the April 6 meeting were approved by a motion from Anita Chambers with Shelly Hawthorne seconding.

Sharon Riley presented the financial report.

The anticipated expenses for the remainder of the year were reviewed. The extra paper supply is depleted. Sharon or Kaleen will replenish the paper supply soon. Sharon will research and determine where the prior year reserve surplus is reflected.

Kaleen thanked everyone for helping with all of the things that have been/are going on. Kaleen said that she has not received any additional information regarding the memorial for Bill Stewart.

It was announced that Connie Garelick has agreed to serve as PTF Vice President next year. The Secretary position is still vacant.

Kaleen presented Donna Valdes' report on her behalf. Donna would like to thank everyone for helping with the three days of Jog. Reward parties will be held next week. Next year, the dates that are picked will be reviewed with the school to avoid conflicts such as school pictures.

Next, Sharon Riley said that she is working on the information that needs to be included in the summer mail out. Sharon will review the volunteer form and make revisions to reflect recent changes in PTF operations.

Shelly would like to have a station at registration where parents have to stop to fill out an information sheet for the directory. Having people sign a form only if they DO NOT want to have their information included in the directory was discussed. This would be much more efficient than getting a form from or calling everyone. Anita & Kaleen will discuss this option w/ Mrs. Moss.

It was suggested that we check with Mary Kay Clark or Lynell Tutor to ask if we can use the school's copier for the summer mailout and reimburse them for our use. This would be much simpler for PTF and probably save us money. Sharon will check on this.

Anita will look at the church and school calendars to schedule the June and July meetings.

Kaleen needs to have the information for the last PTF communicator by the next PTF meeting on May 13.

Susanne reported that the Open House Dinner was a success. We served about 140 people for a gross total of \$480.00.

Concern was mentioned again about the coffee and coffee supplies for the workroom because our expenses in the category are over-budget this year. Kaleen will discuss procedure with Chris Turner and let the bookkeeping office know of the best procedure to use. Teresa will help with this.

Judy Allee and the cookbook committee were commended for an outstanding job. We get a discount if the bill is paid w/in 90 days. Judy said that copies of the cookbook will be available in the school offices. Mrs. Moss suggested that PTF keep a master copy of the cookbook on file.

Mrs. Moss requested the following be placed on the agenda for a future PTF meeting involving everyone who is involved in the spring evening: ways to get better attendance at PTF meeting and BCS Open House and goals for both. Kaleen will do a survey to the PTF e-mail list to solicit suggestions for improvements that can be made to the Open House evening.

The Book Fair was a success. The ticket table made over \$300. *The Picture Bible*, edited by Libby, earned approximately \$2,000. A glitch at 7:30 affected the Wish List.

The Teacher Appreciation Dinner will be held April 15. Anita reported that everything is going well. They will not be sending out a volunteer letter because they already have several volunteers, but contact Anita or Pam if you are interested. Anita showed the gift (CD case) for Teacher Appreciation Dinner.

It was again suggested that a Fall Festival meeting be held for those involved sometime before school starts. Should PTF's tax id# be on our donation letters? There was discussion of ways to improve the solicitation of donations.

Kaleen reported for Renee that plans for Grandparent's Day are in place. She is still in need of a coffee committee chairperson.

The Booster Club is discussing the idea of buying three new marquees, but they are very expensive. Could the school or PTF help?

Sharon is using Susanne and Judy as guinea pigs for a new income verification form. After modifying the form based on any feedback she receives, Sharon will send the form out for everyone to begin using. She reminded everyone to make a copy of it for individual records when we begin using it regularly.

Anita moved that the meeting be adjourned. Kathy seconded.