

PTF Minutes for 7/15/04

Present: Anita Chambers, Sharon Riley, Connie Garelick, Shelly Hawthorne, Teresa Messina, Kaleen Graessle, Sylvia Burcham, Bridget Salas, Chris Turner, Donna Valdes, and Cynthia Fafel

1. Meeting began with prayer
2. Minutes were tabled for approval until next meeting
3. **Directory:** Going to the printer on August 28, 2004!!!! Sharon asks if we can include an email tree in directory? We need to ask Marquita about adding email addresses to school form so that they can go in directory. Kathy Baur, Sharon and Anita will meet with Todd Hartman to work out email tree and data we need to convert to publisher format. Also we need someone to organize the advertising section of the directory. We would like the advertising to pay for printing and all other costs. Extra directories can be ordered for \$3.00.
4. **Donation Procurement:** Teresa and Sharon are going to work closely with John Vandygriff and Donna Valdes to prevent duplicating businesses for donations. John is working on a form to be filled out to prevent duplicating. Gretchen Allen who does our Insights mail out is working on a brochure for donations.
5. **PTF meetings:** Will be on Friday's this year to accommodate board members better. Steve Hawthorne is working on jazzing up our PTF website. We would like to have access to PTF forms and job descriptions on website.
6. **Calendar:** Renee Craven is stepping down from doing the calendar but Sylvia Burcham has graciously agreed to take over. Would like to have it out by registration. We need to hand out monthly updates to calendar. Anita will send master copy to Sylvia to follow. We need to have all PTF forms and calendars in packets in admissions office for new families. Chris Turner will get bid at OfficeMax for directory & calendar. Need also to get bids for different bindings. Cynthia Fafel also has connections to a printer and she gets a discount so she will check her resources. The Damon's have a Quantum mail & copy. Chris should check with them also.
7. **Summer Mail Out:** Being mailed out on July 22nd. Sharon lists all the forms that will be in mail out. Cynthia Fafel presents a fundraising idea through her business. All fundraising ideas must go through Marquita. We should put our effortless fundraising ideas in church bulletins. Many members save Campbell soup labels.

8. **Fall Festival:** Teresa Messina will coordinate Fall Festival Silent Auction. Carol Johnson usually handles all UT donations. The festival is scheduled for October 23rd.
9. **Registration:** Connie will get volunteers to man tables for PTF. We need about 5 people per shift. Lisa Shake will run the Help booth for new families.
10. **School Supplies Packets:** Need volunteers to help assemble packets on August 4th from 9 – 12 in the cafeteria.
11. **Welcome Luncheon for Teachers:** Monday August 9th in the Parlor. Bridget Salas is the coordinator.
12. **Tears and Cheers gathering:** Shelly Kronke and Ellen Decker are the coordinators. Will be held in the Parlor at 8 AM on August 11th.
13. **Flower Beds:** John Vandygriff suggested that PTF could adopt a flowerbed on the campus to maintain throughout the school year. Leann Brunson is suggested along with Martha Breternitz as possible coordinators.
14. **Teacher's Welcome Luncheon** – Bridget Salas will coordinate this lunch to be held on Monday, August 9 from 11:00 – 1:00 in the church parlor. A sign-up sheet for volunteers and a basket for monetary donations will be placed at the PTF table at registration.
15. **Volunteer Needs:**
 - a. Refreshments and Sign person for PTF meetings
 - b. Membership Drive Coordinator:
 - c. Faculty/Staff Banquet Coordinator
 - d. Teacher Appreciation Luncheon Cord. – (Jennifer Clark is suggested)
 - e. Class Basket Cord. – (Jenny Stupka and Jennifer Clark are suggested)
 - f. PreEvent Ticket Sales Cord. – (Angela Taylor suggested)
 - g. Set Up/Clean Up Cord. – (John Thorse is suggested)
 - h. Open House Dinner – (Suzanne Vernon is suggested)
 - i. Resource Form – Connie needs to send Sharon last year's form to look at.
 - j.
16. **Spirit Items** – Color suggestions for shirts, Orange or Bright Yellow are mentioned. 62 children ordered school supplies packets. The elementary playground has been condemned but Chris is going to

clean the wood and see if that allows it to stay. We need to talk to Libby about grants, donations and what we can do.

17. Meeting was adjourned.

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