

PTF Minutes from 3/11/04

Present: Kaleen Graessle, Sharon Riley, Connie Garelick, Angela Taylor, Susanne Vernon, Claudia Arguello, Judy Allee, Sylvia Burcham, Frank Boyle, Teresa Messina, Marquita Moss, Libby Weed, Pam Branscum, Chris Turner

1. Meeting began with prayer. (Kaleen Graessle)
2. **Teacher Appreciation Dinner** (Pam Branscum) The theme is to coincide with the cookbook so it will involve "Hands." Several gift ideas they are looking at are a computer mouse or pad. Checking with Todd Hartman on compatibility. Food is still being decided. Do we include Children's Ark teachers? Pam states they do have their own dinner every year.
3. Anita Chambers purchased PTF signs displayed on school grounds. Thank you to Anita!!!!
4. **Bookfair** (Sylvia Burcham) Flyers are out announcing Bookfair and Spaghetti dinner and requesting volunteers for both. Bookfair will be April 5th, 6th, and 7th. There is a need to rent tables which will cost \$157.00. This is not in the budget and has never needed to be done before. PTF agrees to pay this fee if needed. Sharon suggests donating \$500 towards purchase of more tables and see if the Church will match the donation. There is a need for another cash register. Kaleen will put this need in the Communicator and see if we get any response.
5. **Approval of Minutes** – Suzanne Vernon motioned approval, Judy Allee seconded motion. Kaleen updates some items on minutes. Teacher Luncheon was a success! Might need to consider getting babysitter for teacher's children or inviting them if we do it on a half-day again. Kaleen still working on database template to send out. Theresa Messina found beneficial information on her web search for job descriptions and standing committee formalities for us to use. Thank you Theresa!
6. **Financial Report** (Sharon Riley) No March activity as of yet. February expenses: \$237.10 for Spirit items, \$15.00 for babysitting. Sharon received \$30.00 donation, \$6.85 interest income, and \$75.00 additional income from secondary passbook sales, which was paid to technology fund. Sharon asks about table purchases? Marquita suggests we buy 10 tables and ask the church to buy 20 more so that we don't have a rental fee. She stresses that we need to check on storage first. Suzanne Vernon motions and Judy Allee seconds that if there is adequate storage we purchase 10 tables plus a rack to hold them (possible \$1000 expense). If there is not storage, PTF will pay rental fee.
7. President's Report (Kaleen Graessle)

- a. *Communicator* – Will go out Monday after Spring Break 3/22/04. There will be plea for volunteers for Jog-a-Fun and Bookfair. Marquita's coffees will also be advertised.
 - b. *Standing Committees* – We now have Chairpersons for each committee. The Board will consist of four officers and five standing committee chairpersons.
 - c. *Event Program Coordination* – list is being circulated for Anita. Please check your name and if you want to continue in position.
 - d. *Bill Stewart Memorial* – A work in process, will probably install on a stone base or surround, center is very narrow, possibly have steps up to it, will need dollar figures before we can motion on this.
8. **Development Office** – postponement of Jog-a-Fun does complicate volunteers so please call Donna to volunteer. Donations are still being accepted.
 9. **Spaghetti Dinner** (Susanne Vernon) Tickets need to be sold week after Spring Break, flyers will be put out on doors of both buildings.
 10. **Nominating Committee** (Kaleen Graessle) This committee will consist of the board excluding the President, two at-large members, and if desired a representative from the administration. The two at-large members are Theresa Messina and Angela Taylor. Still need to ask Jackie Boyd about being Vice-President. Theresa asks why meetings aren't at night. Kaleen explains that that has been done in the past with no additional attendance recorded.
 11. **Wish List** (Libby Weed)- Diana Yarborough is purchasing laminator, background paper with rack, TV-VCR-DVD and cart, desks, Big Book set for Kindergarten, cabinets or built-ins for storage of science and art items, math manipulatives and things to revamp extended care program.
 12. **Playground** – Marquita has initiated a topographical survey of area for playground and a regulation study of property south of new building and across road. This is a fairly expenses process because we will also need a bridge built across creek. \$20,000 from Sprint filming, plus money set aside from PTF and cookbook funds could make a dent in this playground. Marquita states that any leftover funds will go to library fund. School is also \$40,000 to \$50,000 behind in textbook purchases due to economy and new building. Chris Turner suggests finding a grant for playground to free up money for textbooks. John Vandygriff and Marquita had a lengthy meeting and agreed playground is a priority and that the most expensive part will be bridge and fencing.
 13. **Cookbook** will go on sale the first day of bookfair. If books are not is by 4/6 then we will presell the books and hand out coupons. We currently have 230 books already spoken for with a total of 721 books coming in. This is a potential profit of \$6000.00. Do we want to earmark this money for the playground? Chris Turner motions and Judy Lawson seconds that all profits go to playground. A suggestion is made to have a donation box on cookbook table at Grandparent's Day for anyone who would like to donate to playground fund. Marquita says that is fine but we need to send a thank you to all who donate by check. Kaleen will make plea at General Membership Meeting for parent resources that could benefit playground.
 14. The meeting was adjourned.