

PTF Meeting
Brentwood Christian School
September 13, 2005

In Attendance:

Anita Chambers	President
Celeste Scarborough	Vice President
Lynn Petrik	Co-Secretary
Katherine Harper	Co-Secretary

Libby Weed, Marquita Moss, Melissa Langley Biegat, John Thorse, Judy Lawson, ,
Rebecca Lopez-Roeper, Frank Boyle, Jim Skelton, Beth Skelton, Richard Blake,
Michelle Mohrmann, Roger McCown, LaShawn Arbuckle, Whitney Krets, Lacey Flores.

1. Rebecca Lopez-Roeper, coordinator for the Silent Auction, spoke about the 65 thank you letters which she mailed to last year's business contributors and the 120 solicitation letters to additional businesses she sent out as well. October 4 and 15 she will send out a preview listing of all Silent Auction items. Several other ideas were discussed regarding more space for the auction as well as ideas for alternative auction items, especially handmade items from each class. Her cell phone number is 461-0957 if anyone else has contributions of ideas or questions.
2. The financial report was discussed by Anita Chambers, due to our treasurer's out of town absence. Notably, the school supply sale at registration went well, even given the need to ship several packs back. All budget items thus far are running at or below budgeted expense.
3. Membership is up this year, with 346 total members in PTF. As of today, 223 elementary families have joined leaving a balance of only 23 who have not. Approximately two thirds of secondary families have joined, as well as 39 of 70 faculty members.
4. The directory is not out yet, due to illness of the primary coordinator, however a wonderful replacement has aptly taken over and the directories should be forthcoming within three weeks. A one page calendar will be included in the back as well this year.
5. Judy Lawson, Fall Festival Coordinator, spoke about many of the details involved with planning, organizing, and executing the Fall Festival. 120 volunteers are required to bring it off successfully, thus the need for three parent volunteers from each class. Denise Humphries is masterfully in charge of booths this year, so anyone with questions regarding the specifics of their booth should be directed to her. She has written individual descriptions of each booth's operation as well this year. Set up this year will begin after 3:30 on Friday, with set up completed by 10:30 Saturday. Booths will be closed this year if not manned. High school parents will be asked this year to donate one 12 pack of canned or plastic bottled soda for concession sale outside. Tickets will be used to purchase everything this year except cafeteria

food/drinks, spirit items, and ticket sales. Shelly Hawthorne is overseeing the concession in the cafeteria this year, and is soliciting help with serving and service items. Melinda Stockton is heading up advertising, and in need of signage and banners to be donated.

6. Passbook sales are still being tallied by Kathy Baur. She is seeing an increase over last year, as yet to be determined in detail. Results will be sent out in a Friday letter soon.
7. Jenny Stupka is coordinating class baskets this year. A value limit has been set at \$300 for this year. A final list is still being compiled of each class's theme.
8. The first Teacher Appreciation Luncheon is being held this week, thanks to the organizing efforts of Jenny Barker.
9. There are still volunteer opportunities available within PTF this year. A cashier coordinator for fall festival is needed as well as coordinators for the book fair, grandparent's day, and the open house dinner in the spring.
10. The young author's contest is also in need of judges for student contributed work.
11. Michelle Mohrman reported almost \$240 in earnings for BCS from the effortless fundraising event at Fuddruckers recently. Several other opportunities at local restaurants will be publicized soon. Any ideas or feedback should be addressed to Michelle as well.
12. Anita Chambers reported that 25 pairs of khaki pants and 5 white shirts were donated out of uniform resale stock by PTF to the Katrina refugees here in Austin who were able to utilize them for their own school uniform needs. November 17 is the next uniform resale date this year.
13. Several ideas for new spirit items were bandied about, such as socks, shoelaces, buttons (the school owns a button making machine), and water bottles. Other ideas should be submitted to Anita Chambers.

Respectfully submitted September 13, 2005, by Lynn Petrik, Co-Secretary