May 14th, 2019

Meeting was called to order at 5:30 pm (some discussions began just after 5pm as most members were present at that time) by President Breanna Colella

Present: Breanna Colella, Rachel Pace, Kristin Healt, Erin Thompson, Jill Woodcock, Patricia Pennise, Diala Karadsheh

1. PRAYER:
2. AGENDA APPROVAL/REVISIONS: Bre Colella moved for and seconded by Kristin Healt approval of agenda. The motion was approved unanimously.
3. APPROVAL OF MINUTES:: Bre Colella moved for and seconded by Kristin Healt approval of minutes from 4/9/19 meeting. The motion was approved unanimously.
4. OLD BUSINESS: none
5. NEW BUSINESS:

PTC Meeting time change next year  Tuesdays from 5-6pm:

* Free aftercare available for attendees during the meeting- voted yes by BC, KH, RP, ET, MK (we can take notes for first half of meeting for DK if this time change does not work)

Plant Sale:

* One parent didn’t show up to work plant sale who signed up - there was discussion about having parents  pay a fee at the beginning of the year and would get paid back after working the events they signed up for.
* possibly pre-order for families in advance then do a one day sale event (Saturday)

Annual revision of PTC bylaws:

* Article IV states that there has to be a Fundraising Coordinator. Melissa Kraeger may be the person who is filling this position currently, although she is technically the Volunteer Coordinator. Will have to add that position next year or change VP position to also include Fundraising Coordinator responsibilities was discussed
* Nomination Committee is made up of the people present at this meeting - voting members are also the people present at the “Open Session PTC Meeting” (Principal will nominate if there is no one else nominated)
* Fundraising Chairpeople should be present at PTC meeting a month before their event, so that we are aware of what is going on and what needs to be done for fundraisers each month. Each Chairperson is responsible for management of event and will provide updated reports to Principal and President
1. Golf Tournament - Sommer van Lieshout
2. Yankee Candle – vacant
3. Gift Wrapping - Robyn Barbano (flat rate/gift or potentially renting a booth at Last Stop Santa Shop at Kallet, or at Indoor Garage Sale/Vendor Fair - can also sell poinsettias at this event)
4. Little Caesar’s -vacant
5. Valentine’s Dance – vacant x2
6. Basket Bonanza - (has to move back to April) vacant x2
7. Plant Sale - Matt Lohr ??
8. Purse Bingo – vacant x2
9. (fall event -November, and possibly one in the spring as well)
10. Sip n Paint – (adult only fundraiser) vacant
11. Wreath Sale - (Nov/Dec) possibly add poinsettia sale to the wreath sale vacant

Fun Family Events (not fundraisers) chairpeople:

1. Movie Nights - (purchase blow up screen ($129.00 on Amazon) to project movies outside) vacant

Book Fair - Mrs. Healt (Scholastic News funds comes from Book Fair profits)

13) Fun Paint Night - vacant

14)Fun Day - vacant

* VP will be responsible to track parent service contracts going forward
* Treasurer - we need to develop a form for tracking monies for PTC so that the Treasurer can provide a copy of the spreadsheet to the PTC and the school’s accountant
* Send letter home to families for vacant positions. Interested people will contact the school and PTC Nominating Committee will vote on who they want to fill positions
	+ - PR Chairperson - Amanda Larsen was nominated by BC
		- Treasurer- Diala Karadsheh nominated herself
		- The Executive Committee - Pres, VP, Secretary, Treasurer, Teacher Rep, (Executive Committee shall have voting rights)
		- Event Chairpeople, Fundraising Coordinator, Volunteer Coordinator, Box Top Coordinator, and Public Relations Chairperson – NON-VOTING members

Funding Request Form – new for 2019-2020:

* Funds requests will need to be approved by PTC in advance of event/activity. Will open up to teachers and project chairpeople to help with funding projects/activities. Expenses can’t be incurred without prior approval of Principal \*\*If there is a time crunch we can communicate through email, etc. to get it done

Focus Group:

* Possibly have PR person be involved with focus group
* Look into Marketing Company and find out how much it would cost to hire a professional
* Possibly look into internships with local colleges, or college students who want to come in as a project for school

Treasurer’s Report:

* PTC Balance - $6,804.03 as of 5/14/19 (balance includes plant sale deposit and is before River’s Edge Greenhouse was paid)
* PTC committed to pay $30,000 for whole school year, why can’t we pay out in one lump sum for the year? KH responded that we need to pay monthly as we don’t have enough funds to pay more than a couple of months at a time right now. PTC will have a $30,000.00 contribution to the school next year.

Bulletin Board:

* Add flowers from Basket Bonanza after this weekend IDEAS: meet the members, meet the volunteers, fun day pics from last year, walk in memory of Jennah in June.
* Add a PJ Day May 23rd to raise awareness and funds for cancer walk
1. NEXT MEETING: June 11, 2019 at 5:30 pm

Adjournment: Bre Colella moved to adjourn and Kristin Healt seconded. The motion to adjourn was approved unanimously. Meeting adjourned at 7:00 pm.

Respectfully submitted by: Erin Thompson (Revised and edited by Kristin Healt)