**Oct 8, 2019**

Meeting was called to order at 4:04 pm by Rachel Pace

Present: Rachel Pace, Robyn Barbano, Kristin Healt, Erin Thompson, Diala Karadsheh, Jennifer Neff, Melissa King, Melissa Kraeger)

1. **PRAYER:** Heavenly Father, be with us as we meet. Guide us as we talk. Stay with us as we plan. Open our ears as we listen. Open our eyes to your vision. In Jesus’ name, Amen.
2. **AGENDA APPROVAL/REVISIONS**: NA
3. **APPROVAL OF MINUTES**: NA
4. **TREASURER REPORT**:

* As of 9/9/19: $2,858.52
* As of today: $5,402.24 (with golf tournament and Tops advantage)
* Projected expenses/budgets/profits

Discussed the sheet Rachel put together for all events, tracking budget, projected profit v. actual profit ..etc. It also tracks where we spend and how much, giving us a better picture of our financial health every month.

* Discussed Mother’s Day Plant event as we would like to keep but need to make changes so we don’t have to do all the work involved that was done by families who are no longer with us. Discussed doing a pre-sale like the mum/wreath sale. Tabling this item for now and will revisit.

1. **NEW BUSINESS:**

* Parents meeting survey responses: Rachel provided responses and tallies (sheet attached ) –

For choosing St. Patrick’s for their kids, the number one reason was Smaller Classrooms, and next was Christian/ Catholic values and education

For improving the school, parents biggest request was more sports/extracurricular activities

Also, parent-teacher communication (discussed Remind as school, although most believe the teachers do a fair amount of communication with the parents)

There was a suggestion for free ice cream for all kids on Friday and the person making the suggestion was willing to donate (Survey however was anonymous, so we don’t know who it was). PTC agreed that we can probably pay for ice cream for all kids on mass day as a treat.

* Halloween Activity: Heidi
  + PTC had different ideas and activities for Halloween like Trunk or Treat in the parking lot during the parade, or contest for best decorated classroom …etc, however due to the short notice, we don’t think the teacher would be able to accommodate this year. Will plan earlier next year to give the teachers more time to plan and act.
  + This year we can do a door challenge; Students will go around school to check out other classes’ doors

PTC providing treat to classes who participate

Classroom “Trick or Treat”: Teachers will be at doors in classrooms to hand out candy. PTC will donate candy. Students can decorate classrooms, etc. Students and parents can come dressed in their costumes. Popcorn, donuts, cider, etc. (check into Price Chopper or Freihofer’s for donut donation) IDEA FOR NEXT YEAR?

* Movie Night - End of Marking Periods?
* We will have it during Book Fair Week. November 22nd and that day is noon dismissal for students. This will be from 6: 00 PM to 8: 00 PM, with movie start time of 6:00 p.m, and that way people can come in around 5:30 for Book Fair
* Supplies/Set up Popcorn

We need Brown Paper Bags for popcorn and someone to make the popcorn. We have the machine at school. Need drinks and cups.

We will also need someone to set up, screen, sound bar ...etc. We have an email from Kristin detailing what we need.

Letter to go home to sign up for volunteers movie night, set up, clean up.

* Fall Purse Bingo update: Kristin
* Location: Verona
* Volunteers: 2 callers, 13 event, 6 clean up

Volunteers will be lined up based on the choices parents turned in already with those who picked this event as their first choice. After that we will start with people who signed up for the Golf Tournament but ended up not having to work. Send paper flyer home if we need more volunteers because we had a good response the last time we sent flyers requesting help.

Some advised the link for Sign up Genius doesn’t work. IF someone comes with this issue, will advise to contact Melissa and she will send to them directly as this has been working better this way.

* Purses/Raffles: Still need a few more Veras, but otherwise looking good
* Projected Profit: $5,000
* Seating Charts: Robyn started working on it for tickets that sold. However since we haven’t sold out, we need to push advertising and will work on the rest of seating as tickets sell.
* Indoor Garage Sale/Gift Wrapping: All
* Event is scheduled to take place on Dec 7th from 10:00 am- 2:00 pm
* Location: St Pat’s gym
* Volunteers:

Vendors want to set up at 8:30 am, however we will need people to come in the day

before (Friday) to set up tables... etc . Will need,

**Friday night** -3:00 pm to 5:00 pm –- 3 people

**Sat Morning** - 8:15am to 10:15am - 2 people on Saturday morning to show vendors where to go and start kitchen

9:45 am to 11:45 am - 2 people to work kitchen/ Concession

11:30 am to 1:30 pm - 2 people to work Kitchen/ Concession

1:15 pm - 3:15 pm - 2 people to wrap up Concession and complete clean up from

4 people floating

Robyn will do gift wrapping and Rachel will help if needed.

* Supplies Needed: We have supplies for gift wrapping. We may set up a table also for the school and sell donated items, as well as wreaths and Poinsettias (Freedom Farms). Possible selling frozen cookie dough for Christmas.
* Teachers may want to do a bake sale table. From 10:00 am – 2:00pm
* Food Stand: Will decide on items in Nov
* Projected Profit: $550
* Vendors: We have 12 so far & Santa will be there!
* Set up: Start night before
* Advertising/ Other Details: We need to advertise this event more to ensure we have a good turnout, as this event has the potential of being huge. We can use around 10 signs to place around town.
* Other Late Fall/ Early Winter events:
* Yankee Candles: Robyn – This is in progress – Sale ends Oct 28
* Wreath/Poinsettia Sale: Robyn / Rachel: $7.50/plant. 6.5” each. Pink/red/white

Sell for $10 each

Forms going home will have one side wreath orders, the other side poinsettia orders

Same Timeline as wreaths

* Little Caesars: Jen Neff – This is a January even. Rachel will send info to Jen and discuss next meeting
* Valentine’s Day Dance: Dee. We will need to start working on this event. Next meeting we will need to discuss who will help in sending out business sponsor letter...etc and will need to decide on a venue. Last year’s venue worked well, except for some complaints about not having a kid’s menu. Will try and find another place for this year’s event.

1. **OLD BUSINESS**:

* Golf Tournament: Profit of $1723. 09

1. **Once Around: None**
2. **NEXT MEETING:** November 12, 2019 @ 4:30 – We will advise parents that we will offer free afterschool care for parents who want to attend PTC and will have Pizza for the kids.

Adjournment: Rachel Pace moved to adjourn. The motion to adjourn was approved unanimously. Meeting adjourned at 5:15 pm.

Respectfully submitted by: Diala Karadsheh and Erin Thompson