**Meeting Date : Nov 12, 2019**

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

Present: Rachel Pace, Robyn Barbano, Kristen Healt, Heidi Findlay, Diala Karadsheh, Melissa Kraeger; Jill & Matt Woodcock, Melissa Marris, Bobbi Jo Whyte, Patricia Pennise, Deanna Dunne

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**: Some corrections were made to minutes from last meeting, read to the attendees and approved unanimously
4. **TREASURER REPORT**:

* As of 10/08/19: $5,402.24
* As of today: $9,924. 79 once everything is cleared (See next bullet)
* For this month we had a balance of $3914.28 but that was without purse bingo of $5,621. Transferred $1,208.40 from pay pal to the PTC account, that that will only end up taking $389.51 to reimburse school for purses that were bought earlier this year from the school account for this event.
* The board is again looking into consolidating all accounts (PTC, school, teachers…etc.) into one school account. However, they will need to speak to the teachers regarding this. Will report back on outcome.
* **Projected expenses/ budgets/ profits:** As of now, the only projected expense is the Staff’s Christmas Bonus.

1. **NEW BUSINESS:**

**Movie Night – November 22- \*Not a fundraiser- Paired with Book Fair Week \* 6-8pm**

* Supplies/ Set up Per Kristin:

Blow up screen need to be inflated. Mrs. Barbano advised she has inflators that we can use for this

Soundbar connected to computer and projector- Mrs. Marris advised she can have Mr. Marris connect it on Friday, as he will be in school anyway for Parent/ Teacher conferences.

* Which Movie? - Everyone agreed on 101 Dalmatians – Mrs. Healt will stream from Disney Plus
* Snack table: snacks and drinks provided? popcorn machine? Everyone agreed we will provide Juice boxes for drinks. We have paper bags for the pop corn and we have kernels.
* Letter home announcing the movie / time/ what to bring / what will be provided? The letter needs to go home this week advising of movie night. Kids can bring siblings and will need to bring a pillow and a blanket.

**Indoor Garage Sale/ Gift Wrapping: All**

* Location: St. Pat’s gym, 10am-2pm
* Volunteers: Changes made – Friday: 3-5pm- 3 people / ***changed to none needed.***

Saturday: 8:15 -10:15am- 2 people (Help with vendors/ Start concession)

9:45-11:45am- 2 people (Kitchen/ concession)/ ***changed to 3 people***

11:30- 1:30pm- 2 people (Kitchen/ concession)/ ***changed to 3 people***

1:15- 3:15pm- 2 people (wrap up concession/ clean up)/ ***changed to 4 people***

4 floaters- times?? / ***changed to no floaters*** as those were split up among all the other shifts.

* Gift Wrapping- Robyn & Rachel
* Santa Station? - We will have Santa present for people to take their own pictures with. The flyer will be changed to say, “Take your own photo with Santa”. Rachel has a Christmas backdrop that we can use. Jill has a bench that we can also use.
* Supplies Needed: tape gym floor? Jill suggested we run the tables 2 lines in the middle of the gym, so people can walk around them for products.
* Vendor Total: 18 to date
* Set up/ Advertising: Rachel has the flyer however will change to add Santa and “take your own picture with Santa”. We will post on line once approved and will print copies at school to put in different places.
* Food & drinks- Hot dogs, chips, candy bars, water, soda, juice boxes, coffee & donuts. We will provide coffee & donuts for vendors.
* We will have a St. Patrick’s table offering tours (get a frisbee & a pen) since the teachers will be at the event. Mrs. Findlay will communicate to teachers. We also would like to have school flyers for that day. Rachel will reach out to Pat Powers for flyers.

**Other Late Fall/ Early Winter events:**

* Yankee Candle Update: Robyn

For the on-line orders, those were already delivered. The orders put through school is TBD on delivery.

* Wreath/ Poinsettia Sale update: Robyn/ Rachel

Flyers went home and first order due on Nov 2. Will send reminders.

* Little Caesars: Jen Neff

January sale. Will discuss next meeting.

* Valentine’s Day Dance: Dee

Mrs. Marris advised she can co-chair this event.

**Venue**: Need to look into other venues besides Dibbles Inn as last year the only complaint was no kids’ menu, and Dibbles doesn’t offer one. Jill will check Vernon downs availability for the date (2/8). We will also look into the Kallet and considering catering.

**DJ**: We need to find a good DJ even if it i not free like last year. We need someone who can liven up a party. Mrs. Marris advised she can help find one if we give her a list to contact and inquire on prices. Rachel also advised there could be a way for us to use a program to play the music on a laptop and no need for a DJ. Also, will look into this.

**Photobooth**: Dee will contact the photobooth business we used last year for availability and hopefully secure the same price.

* We need to start advertising and selling tickets in Dec .
* We need volunteers to start sending out letter to business for donations and baskets and follow up on them.
* Dee and Mrs. Marris will meet to work on details.

1. **OLD BUSINESS**:

**Fall Purse Bingo:**

* We had 50 people less than the spring event.
* Profit of $4,146.61
* For the spring 2020 even, it would be good if we can get someone to donate money towards the purses
* Rachel has notes from the fall event to be used in the spring as it will be a PTC event and will need to be planned and run by the PTC

**Halloween Activity:**

* Feed back from teachers that the kids really liked it, and decorating the doors was easy and fun.
* Next year we should plan earlier and would like to do a trunk or treat during the parade. We can also do away with the class parties and have trick or treat street at school that the kids can do.

1. **Once Around: None**

**Jill** – Would like to see a committee for each event so we don’t spend a lot of time during the regular PTC meetings discussing, and have the same people always planning. It would save time and effort.

**Mrs. Pennise**- We need to get the word out more for events (better advertising and circulating). Mrs. Healt advised this year she is trying to do something every Monday for upcoming events such as church news letters …etc.

**Mrs. Findlay** – Would like to have something fun once a month for the kids that is NOT a fundraiser. It doesn’t have to be a whole event. Just 15 min, e.g. grandparent’s day. Will add to the agenda for next month and discuss.

**Mrs. Barbano**- Basket Bonanza meeting next Tuesday at 4

**Mr. Healt-** Received some feedback that PTC meeting would have more attendance if scheduled for later in the day. We already pushed this meeting to 4:30 but we can send out something advising that people can join any time and don’t have to be there exactly at the start of the meeting. The 4:30 time accommodates more people, especially the school staff who doesn’t have to be stuck at school till 7 if we start later.

Mrs. Healt also received a suggestion from Mrs. Holmes to have St. Patrick’s gift cards, where recipients of those gift cards can use toward any sales going on at the school (Wreath, event tickets…etc.). Everyone agreed this is a great idea however, some events will need to b excluded such as the teacher’s lottery. We will need to think about this to list out excluded events.

**Melissa K.**- People are telling her they are not getting their emails and she isn’t sure why. However even when she sends paper reminders home she isn’t getting those people to sign up for the events. Will need to look at PTC Remind and consider different ways to ensure they understand they must commit to their events.

**Dee**- Suggested to have PTC cover some of the “Side expenses” we ask families to pay for such as field trip costs, year book…etc., or think of including all these in the tuition, especially if there is a plan to increase next year. That way, we can advertise the tuition includes all expenses. Everyone agreed that is a good idea. Mrs. Healt advised next board meeting is in Feb and this is something that must be brought up to them to discuss.

1. **NEXT MEETING:** 12/10 @4:30. Will offer childcare and pizza again.

Adjournment: Rachel Pace moved to adjourn. The motion to adjourn was approved unanimously. Meeting adjourned at 5:46 pm.

Respectfully submitted by: Diala Karadsheh