

## **PTF Meeting Minutes November 12, 2007**

**Attendees:** Ben Coopersmith, Kevin Geiser, Fran Bouwense, Shawn Hathaway, Cindy Weaver, Dawn Francy, Lisa Benton, Bill Connolly, Cathy Connolly

### **I. Opening Prayer**

Fran opened the meeting in prayer.

### **II. Call to Order**

Bill called the meeting to order.

### **III. Officer/Committee Reports**

- **Treasurer's Report** – Lisa presented the Treasurer's Report and it was reviewed and accepted.
- **Innisbrook Update** – Innisbrook will arrive Thursday, November 15<sup>th</sup>. Lisa will need some assistance organizing the shipment. Net profit to GSCA is approximately \$4,700.
- **Shopping Certificates** – Parking lot sales have dropped and will recess during the winter months. More parents are coming into the school to purchase the cards. This week, Lisa bought a record \$5,000 in cards because demand has been so great. Lisa suggested sending home a flyer to all parents encouraging them to send in an order with their child, making the program even easier and more convenient for those who bus, carpool, or otherwise don't come to the school. Cathy will help with the flyer. Bill suggested Thank You cards for those who have supported this program. Lisa will compile a list of names and Bill and Cathy will take care of getting out the thank-yous. Lisa will also provide YTD sales and profit detail to be included. We discussed the idea of including an envelope with the thank you for their next purchase, but decided to leave it out.
- **GSCA Committee Meeting** – Few comments from the school committee. They suggested using QuickBooks or another accounting software for the Treasurer's Report. The committee also asked if the PTF would be able to help provide new playground equipment for the preschool. It was decided that our first attempt in providing the new equipment will be a request to the parents for donations of like-new Little Tykes or similar playground equipment. Parents can drop off the items behind GSCA. Bill will head the PTF volunteers to clean/inspect the equipment before adding it to the preschool. The purchase of playground equipment is currently being postponed for consideration in the springtime.

- **8<sup>th</sup> Grade Trip** – General finances for the 8<sup>th</sup> grade trip will be handled by Mrs. Bowlby through the main office. She will separate all funds raised for the trip and maintain a separate line item for this purpose. At this point, Mrs. Davis has been responsible for maintaining records of funds raised by individual students and 8<sup>th</sup> grade parents should be keeping a record of their own child to check against the master list. Cindy suggested another 8<sup>th</sup> grade meeting to work out these and other details.
- **Ink Cartridge** – We need to get an update from Sue Smith about the status of our refunds.
- **Box Tops** – Nothing new to report. Lisa will update us when we receive another deposit from our box tops collection.

#### IV. Unfinished Business

- **Scholastic Book Fair** – We will ask Daisy to contact those who helped make this such a successful event last year and see if they are available to lend their talents again this year. Cindy reminded the PTF that in the past the income generated from this book fair was used to support the general fund and is a budgeted line item. Bill discussed that at the least, the amount budgeted will go toward the general fund. Cindy will get Bill the specific number.
- **Teachers' Convention** – Cindy reported that the teachers had a wonderful time at the convention. The workshops and vendors were great and the teachers were very appreciative of the additional funds we allocated for their purchase of classroom resources.
- **Movie Night** – Next movie night will be November 30. We will have a Christmas theme, movie TBD. Kevin, Bill, and Cathy have formed a core group of parent volunteers for these events this year, and more parents have committed to be there regularly after the holidays.
- **Security Cameras** – The cameras have arrived. Bill and Cindy are making contacts to arrange for installation. Bill mentioned that more cable is available if we need it.
- **Class Reps** – We now have a second grade class rep – Thank You! Still in need of an additional Preschool Parent rep and a 7<sup>th</sup> grade parent rep. Cathy suggested a communication specifically to these 2 groups of parents to request their involvement as a class rep.

## V. New Business

- **PTF By-Laws** – Bill distributed a draft copy of the new by-laws and the contents were briefly discussed.
- **PTF Webpage** – ‘Thank You!’ to Phil Marchello for his great work on the GSCA website and the updates to the PTF page. Bill will contact Phil to determine what’s involved in getting a link on the PTF page for easy access to communications as well as posting pictures and listing upcoming events. The school calendar has been updated to include PTF meeting dates. PTF meeting minutes are now available online.
- **Basketball Uniforms** – During our summer session, we had budgeted \$500 to go toward uniform replacement. With our increased number of students participating in the program this year (currently 26 students between the boys and girls teams!), it will be necessary to purchase additional uniforms. Exact cost and amount of PTF support has not been determined.
- **Tokens of Appreciation** – Bill began this discussion of special recognition. GSCA is thriving today because of countless hands and hearts that are poured into every operation of every aspect of our school. At times, we would like to personally thank individuals who give so sacrificially and unconditionally. Details were not discussed, but there was a general consensus that we should adopt such a program.

## VI. Parking Lot Issues

- **School Store Logistics**- Nothing new discussed.
- **Walk-A-Thon** – We briefly discussed whether this major spring event should be held at Meadowbreeze Park this year. Fran will place a call to the township and inquire about reservations should we decide to go this route. Otherwise, this event was tabled until the next meeting.

## VII. Adjourn

The meeting adjourned at 9pm.

Next meeting is scheduled for Monday, December 10<sup>th</sup> at 7pm.