

PTF Meeting Minutes
December 4, 2007

The PTF of Providence Christian School met on December 4 to get a budget update, discuss the various Christmas programs we are responsible for (Teacher Luncheon and Christmas program meeting) and review needs for the Holy Smoke BBQ.

Attendance: J. Lovell, L. Willis, L. Davis, J. Gardner, M. Davis, K. Kiser, P. Hicks, L. Alverson, D. Scott

Absent: J. Wirt, F. Dallas

Topics Discussed:

1. Leann Alverson gave an update on the budget. She noted that funds that had been set aside for the Parent Coffee/Bagel were moved to the preschool teacher fund. (The coffee/bagel event had been cancelled). The budget was reviewed and approved as accurate.
2. As the sales of Innisbrook did not meet the PTF goals, other options were discussed for raising the funds. A book fair at JoBeth bookstore was further investigated by K. Kiser. For a limited time, PCS families and friends can buy books or other items from JoBeth and a percentage of the sales would go to PTF. A wrap stand could even be set up if desired. (This was decided against as it would require more volunteers). The dates suggested for the fair were February 10 (in time for Valentine's Day), March 9 (in time for Easter) and May 4 (Mother's Day). **Katherine Kiser** will verify what is available with the bookstore.
3. The Christmas Program for the preschool will be December 4. **Jim Lovell** will speak at it. The elementary program will be December 13. **Jim Lovell** will again speak at this program and also give flowers to Mrs. Dorazio. (**Jennifer Gardner** will get the flowers). The middle school will be having a bake sale to raise funds for their Washington, D.C. trip. It was asked that the PTF provide lemonade and cups. **Jim Lovell** will check with Julie Tippet to see what "staffing" needs she has for this. Most of the staffing will come from the middle school. There was some concern that parents would not be prepared for this and would be expecting free cookies like last year. Some of the board members noted this was the first they were hearing of it! **Michelle Davis** explained there had been notices sent out in Dr Dallas' letter, but she will also get a flyer sent out. **Paige Hicks** volunteered to check on the cups. It was suggested that 500 red/green cups should be sufficient.
4. The Teacher Luncheon will be on December 14th. Leanne Alverson described the paper goods that she had purchased. **Katherine Kiser** will use PTF funds

to purchase food from Macaroni Grill. It was decided that 7 round tables and 3 rectangular tables will be needed for seating and for food and drinks. Jennifer Gardner will have help from Terry and Mike for setting this up. She noted that volunteers would be needed for set up, serving and clean-up. The luncheon will be from 11:30 - 1 PM. Jennifer noted that 14 teachers had asked for a donation to be given to the school in their honor. The rest of the gift cards will be given to the teachers at the luncheon.

5. The Holy Smoke BBQ is less than 5 months away. Jim Lovell will talk to last year's main cooks, Mr. Cole and Mr. Garrett about their "shopping list." The option of a lunch drive through was discussed. The goal for sales was set at 1000. **Katherine Kiser** suggested passing out Save the Date cards. She will look into making those.
6. Laura Willis reviewed the current status of Jr Achievement. As of 12/04/07, Larry Moore and Randy Satterfield had volunteered to teach the program. There is still a need for a 5th grade teacher. Lindalee Davis had a list of names of people that had signed up on her volunteer forms for JA. **Laura Willis** will contact these people to check their availability.
7. PTF board elections will be held in March of 2008. The board was reminded to consider who will replace them in their positions.
8. The final Open House will be Sunday, January 27, 2008 from 2-4. **Lindalee Davis** will be needing volunteers.
9. The next PTF meeting will be January 8th at 8 AM.

Respectfully submitted,

Laura Willis