

PTF Meeting Minutes
November 6, 2007

The PTF of Providence Christian School met on November 6 to review fundraiser sales, discuss committee leadership for the Holy Smoke BBQ , discuss the Christmas Program and staff luncheon.

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

Absent: J. Wirt, D. Scott

Topics Discussed:

1. The Christmas program is an opportunity for the PTF to give an update. The preschool and the elementary are on 2 different dates. The Preschool program is 12/04 and the Elementary program is 12/13. **Jim Lovell** will speak at both programs. **Katherine Kiser** stated she will be present at both programs. (Most board members will only be at the elementary program). There was a discussion on refreshments. There was some talk of not offering them as last year was so crowded in the foyer. Many felt it was worth the inconvenience as the children seemed to enjoy it even if the adults were overwhelmed! **Michelle Davis** also pointed out that new cabinets and counter tops had been added to the foyer. This will help keep the main area open. It was then agreed to continue with providing refreshments. **Paige Hicks** will e-mail the room mothers for cookie baking and will check on lemonade. **Lindalee Davis** will check the volunteer lists as well. **Michelle Davis** thought cups and napkins were available from the church. Set up needs to begin at 6PM. **Jennifer Gardner** will get flowers for Mrs. D'Orazio and **Jim Lovell** will present them.
2. As noted in the last meeting, the Innisbrook fundraiser was not as profitable as hoped. There was concern about making up the short fall. There was a suggestion that a local bookstore be contacted to "share" profits for a day when people mention PCS. **Katherine Kiser** volunteered to look into this. Dr Dallas mainly does not want the PTF to be asking for money directly. The Giving Campaign has started and registration fees are due soon. Whether or not to continue with Innisbrook next year was touched on. Some members stated that the incentives for participating were not very good. It was decided not to make any decision about that at this time.
3. The Staff Christmas Luncheon will be held on Friday, December 14. There was much discussion about decorations, volunteer needs and set up. **Lindalee**

Davis will again check the volunteer sheets for "staffing" and will get sign up sheets for coverage of classrooms. Several board members volunteered their time; **Katherine Kiser** will contact Carabas about donating food and get invitation together. **Leanne Alverson** volunteered to obtain table clothes, center pieces and other Christmas paper goods. **Laura Willis** will help with setting up tables and chairs. Help will be needed from about 8 AM until 1:30. The event will take place in the foyer.

4. Dr Dallas noted that more people were needed on the food committee for the Holy Smoke BBQ. She also noted that Dean Garrett and Greg Cole were to help with cooking, but not actually lead the committee in any way. Jim noted that he was to lead it and build a team. He considered Dean and Greg part of the team. **Michelle Davis** volunteered to get names of last year's committee heads so that they could be contacted for how to information. Dr Dallas that the main bulk of volunteers should come from the PCS families Dr Dallas stated that last year's profit was due to so many generous donations of food. She reviewed how donations were obtained. Jim noted that Donna had agreed to help again this year.
5. Dr Dallas gave an update on the Giving Campaign. She pointed out that at this time, the focus was on **pledges**. The money was not actually due until the spring. Paige Hicks and some other board members noted that some families had expressed concern that both registration and the Giving Campaign were due at the same time. She asked the board to help get the word out about that if they heard of anyone being concerned.
6. Katherine Kiser reported that all sweatshirts and hats had been delivered.
7. According to the PTF timeline, it is time to start thinking about qualified replacements for the board for 2008-2009. Michelle Davis noted that if the entire board is replaced, it will be important to be very clear to the new board member what the job responsibilities are. Laura Willis stated it may be beneficial for the old board to meet one on one with the replacement. Jim Lovell stated that Julie Tippet had helped him during the transition and felt it would not be difficult for the current board to be available if members of the new board had questions as they started their term.
8. A family night at McAllister's restaurant was briefly discussed. This event is expected to occur in the spring. More about this will be discussed at a later date.

9. The two Open Houses that have occurred have had a good turnout. The next One that the PTF is responsible for is January 20,2008.
10. The next PTF meeting will be on December 4 at 8 AM.

Respectfully submitted,

Laura Willis