

**PTF Board Meeting Minutes**  
**March 4, 2008**

The PTF Board of Providence Christian School met on March 4 to discuss the detailed needs of the Holy Smoke BBQ.

**Attendance:** J. Lovell, L. Willis, L. Davis, M. Davis, L. Alverson, D. Moore, K. Kiser

**Absent:** J. Wirt, J. Gardner, K. Kiser, D. Scott, F. Dallas

**Topics Discussed:**

1. Laura Willis asked about the Butterfly Program. Per T, Landon, several teachers had expressed interest. Michelle Davis explained that she had also heard about this and had already gotten everything ordered. Jennifer Wirt said it was an approved expense. No further action needed.
2. Because there are only a few weeks until the BBQ, the PTF Board will meet more frequently. The dates of the meetings will be; March 18, April 1, April 15 and April 22. They will all start at 8:00 AM.
3. Jim Lovell requested that all board members write a brief memo about the duties of their position. Basically, a job description is needed for each position so that new board members clearly understand their roles.
4. Donna Moore explained that the BBQ meet would come from Pate's Grocery Store in Laurel Hill, NC. This is the same meat that was used for the Youth Quest BBQ. The quality was good and the contact had already been established. Michelle Davis will check with cookers to find out exactly when they need to start cooking it. Dr Dallas has said that the meat will be ground at Cap'n Steve's Restaurant. Donna will call in 2 weeks for a price.
5. Donna Moore reported that she is still working on obtaining the rest of the meal. A donation of 250 cookies has been obtained from Pannera Bread. She is working on getting slaw from Ruth's and is looking into where to get Baked Beans.
6. There were several questions about what exactly the cookers would need in terms of spices, charcoal, etc. Michelle Davis will check with Mr. Terry to clarify what is needed and let the board know. .

7. Donna reported that there have been several donations of \$250. She expects a few more donations, but the majority of it is probably in.
8. T-shirts will be printed. The same vendor as last year will be used. This is expected to cost approximately \$250.00. It was decided not to try to sell any t-shirts. The possibility of significant sales of this item was unlikely.
9. There was discussion of how to set up the gym. Jim Lovell had drawn a map. Michelle Davis reviewed how the room had been set up last year. Places where lines were unusually long were noted. There will be separate lines for those who have tickets and those that need to pay. Michelle noted that the vast majority of people had tickets. More ticket tickers are needed. It was decided that disposal tablecloths would be used. For entertainment, the same musicians will be used as last year.
10. The children will be in school until 4:30 PM. Extended care will be available after that. There will be no charge to parents for kids that stay until 4:30.
11. Lunch will be served from 11:30 AM to 1:30 PM. Dinner will be served from 5:00 PM to 7:30 PM.
12. Packets will info and tickets will be sent home with the children. The goal is to have this ready to go on 03/25/08. Katherine Kiser stated that help will be needed with stuffing the packets.
13. The book fair is scheduled for this week-end from 3 PM- 6PM. There will be a wrap stand. A tip jar will be set up there. Vouchers may be handed out to people who ask, but we are not to around the store offering them. Katherine is assembling a list of books from the teachers. Katherine will send out an e-mail with the schedule so that people may see where the need for volunteers is.
14. Jim reminded everyone to continue to think of people that could replace their position on the board.
15. The next meeting will be in 2 weeks on March 18 at 8 AM in the cafeteria.

Respectfully submitted,

Laura Willis