

## **PTF Open Meeting August 27, 2019 – Yak & Snack**

### **Meeting Minutes**

#### **Attendees:**

Leslee Graves, Aimee Keiffer, Stacy Gardner, Lindsay Hudson, Tatiana Sanders, Stephanie Knoerr, Emily Kelley, Haley Thomas, Tiffany Batiste, Vone Stanton, Kenny Esparza, Jamie Hollenbeck, Andrew Maldonado, Cameron Stone, Jennifer Edwards, Kelly Collins, Amanda Cummings, Gina Hernandez, Anna Doan, Stephanie Hoffman, Jen Cupp, Misty Lowe, Kenessa Matlock, Melissa Clark, Felicia Oliphant, Lauren Deen Gottel, Jenny Simek, Kay Jolley, Tori Griffin, Nicole Cox, Debbie McKinney, Andrea McKinney, Kristi Archibald, Amy MacDonald, Waleska Colon, Mrs. Minter, Dr. Helmer.

#### **Opening Prayer:**

- Leslee Graves led the opening prayer.

#### **Review Minutes:**

- This is the first meeting of the 2019-2020 year, no minutes to review or approve.

#### **Budget Report:**

- Haley Thomas, Treasurer, reviewed the budget. The current cash balance is approximately \$5,500.

#### **PTF T-shirt Sales and Membership Drive**

- Stacey Gardner reported there are approximately 153 PTF t-shirts orders. Shirts will be delivered the week of September 16.
- Aimee Keiffer announced 4 classes had achieved 100% participation. This year the PTF will have a online directory to replace the paper directory from previous years. Access is available through RenWeb.

#### **Zipline Dedication.**

- Leslee gave a recap of the dedication ceremony that was held for Hudson Holt during Chapel on August 22. His parents were in attendance. Big thank you's to Gardner Construction and Hammertime Fencing for volunteering to perform the installation.

#### **Change to PTF Meeting Dates.**

- Leslee Graves and Aimee Keiffer explained the PTF board elected to eliminate monthly school wide meetings due to low attendance. There will be three school-wide meetings this year: this first meeting; October 9, 2019 and January 29, 2020. A meeting before Field Day is highly likely. Additional meetings may be scheduled as needed.

**Upcoming events:** Leslee Graves and Stephanie Knoerr provided the following information:

- **Chick Fil A Spirit Night.** Thursday, August 29, 5:00 – 7:00. Room parents were asked to send a reminder email to parents.
- **Donuts with Dudes.** September 20<sup>th</sup>. Evite will be sent in the next week to help predict attendance so we can determine the amount of donuts to order. A sign up link for volunteers will also be emailed.
- **Teacher Fall Luncheon.** October 1. The Luncheon will have a tailgate theme with the Hamburger Man food truck.

**Fun Run.** Tatiana Sanders provided information regarding the Eagle Fun Run:

- Date is November 1.
- Need to start determining prizes for highest earners.
- Need suggestions on items to spend the money raised on
- Tshirts for the Fun Run will be used again for Field Day instead of purchasing two shirts. Sweetfrogs is the corporate sponsor of the t-shirts.
- In lieu of businesses purchasing advertisements in the paper directory, businesses will have an opportunity to sponsor the Fun Run. Sponsors will be featured on yard signs and banners.

**Room Parent Meeting:** Following the PFT Meeting, Stacy Gardner, Room Parent Coordinator, held the Room Parent meeting. The following topics and guests were presented and discussed:

- Lisa Cheek was introduced to the parents. Lisa provided information about how to correctly fill out and submit a purchase order:
  - Vendor is the parent (or person that is seeking reimbursement or funds)
  - Amount – fill in the amount where indicated on purchase order
  - Check box for check in the mail or check to be placed in the PTF box for pick up
  - Include the teacher's name and grade
  - Attach every receipt
  - Place purchase order in business office box or PTF box in the teacher activity room across the hall from the main office
  - Every Thursday checks are written

Lisa also explained the purpose and uses for the student Activity Fee. Field Day and the school musical tickets are deducted from the fee. She also reminded parents that the school has an Amazon account that can be used upon request for tax-exempt purchases.

- Devon Shae was introduced. Devon provided information about the Black & Red Bash – the big fundraiser for the school. This year each class will have a class project but the basket will be the two grade classes combined. Bash Parents will have a meeting with

Devon closer to the Bash. Devon also reminded parents to grab the HCA yard sign from Alan Engle's office.

- Stacy Gardner provided information on the Homecoming door decorating event. This year the doors should be student driven with less parent involvement. Room Parents should coordinate the theme with the teacher and determine ways to allow the students to participate more.

**Tori Griffin was the gift card drawing winner for this month's meeting! Congratulations Tori!**