

Parent Faculty Group



Working Together to Make a Difference

DRAFT Meeting Minutes July 30, 2008

Meeting called to order: 6:25pm

Representatives present: Mandi Elmore, Pamela Carr, Heather Clark, Crystal Buswell, Lisa Bradsher, Scott Dennehy, Carol LaPlante, and Paula Cilia

- Committee updates & who would like to do what

- Mandi to check PFG mailbox
- Back to school luncheon– August 26 around noon for 70 to 75 Faculty and staff. Crystal to coordinate. Approximate budget is around \$300.00. had about 60 dishes last year Crystal will e-mail the team for signup on who will bring what dish for the luncheon (side dish -- or dessert)
- Fund raising –Paula
 - Kid’s Art Inc cards –Crystal will work with home rooms to get art work done. Will send home master with approval letter as well as extra cards. Pam to include in newsletter
 - Genevieve- Paula spoke to Dave, advised the packages to go out the second week of school
 - Committee spoke briefly about Game Night’s and green grocery bags. Heather Clark to find e-mail for green grocery bags.
 - Crystal brought up concerns of staff; there needs to be choices for fund raising. Spoke about Penny Drive and “power of the penny” and possibility of having a community night at the end.
 - spoke about the two pronged approach along the lines of Give it / Spend it
 - Committee definitely felt we need to be up front about fund raising Carol suggested sending cover letter at beginning of the year detailing our ideas for fund raising in the fall and outline our plan for the year.
- Phonebook - Lisa Bradshear

- Shannon D. to help Lisa with phonebook if needed. Lisa will start looking for advertisers now for phonebook. Forms to be sent home the first week of school
- Spoke about possibly sending out documents early thru email, but that may be difficult with returning the forms
- Forms to be available for Back to School night , if parents want to fill them out they can
- Volunteer Program – Holly & Jen
 - No update at this time as both unavailable for meeting. We all agreed that we need more volunteers and this lead to discussion on how to “get people in the door”
- Publicity:
 - Mandi to handle bulletin board. All agreed that board needs attention throughout the year. Scott also brought up need for broadcasting PFG website, as not everyone visits school. PFG website is on most literature given at beginning of school and is in school website
 - Reviewed Back to School PFG brochure, all happy with move to black & white to save on cost.
- Treasurers Update (Heather):
 - Heather Clark reviewed budget sheet for coming year, 2008-2009 budget is 7100.00

New Business:

Gaining new members

- spoke about gaining new members
- At September meeting we will have signup sheets for committees – examples
 - who is willing to be photographer
 - help out with boards
 - work on clothing line
 - agreed there should be heads to committees
- the suggestion of door prizes was brought up to entice people to come to meetings
- Suggestion to move speaker to another night as well, separating it from the meeting. All agreed that “Responsive Classroom” Discussion was important and be part of the October Meeting
- Suggestion of a 50/50 raffle
- Team basically brainstormed ideas for getting people in the door
 - idea of raffling off a VIP parking space for the school functions that happened throughout the year such as Grand Friends Day or Jump Rope Night

- For September we all agreed that the door prize for the first meeting would be a \$20.00 gas card
- Box Tops Program –
 - Brainstormed around ideas on what the money would go for as last year it went towards pottery wheels, this year we wanted to focus on music and in extension of that we decided on the money going for a new sound system for the school for use at functions. Scott made a motion to vote for the sound system, Pam seconded, all voted in favor of using the money from box tops collected this year towards a new sound system to use at school and community functions at the school.
- All agreed that in first folder home would be:
 - Membership form
 - Phonebook Signup sheet
 - Fundraising Letter outlining our approach this year
- Note pads – Pam to ask Jenny how many do we have. Carol to email team template of Notepad that should be used this year. This is a clearer form, as a lot of confusion around the one sent out last year.
- Pencils – Lisa /Mandi to look into getting Pencils and reviewing current inventory, need at least 500 pencils.
- Clothes – Crystal to inventory Clothes upstairs
- Questions around Student Activity Fund raised, in the past the PFG held the money and faculty and staff would fill out form to receive money. This was changed and now money is given to the office. The consensus was that we may want to move back to the old way of a receipt nature, this makes sense from a bookkeeping nature and more from a publicity standpoint, so we can advertise how the money was spent for the school. Crystal to approach Joan on the subject
- Parent Program Ideas – looking for ideas to be raised at September meeting as to what people would like to see for speakers topics

Meeting Adjourned: 9:04pm