



PTC Board Meeting Minutes

Date: October 6, 2009

Time: 7:00 PM

Place: MI Church Meeting Room

Notes Taken By: Vicki Davis

In Attendance:

Alina Gaubert, Dyan Dalton, Rita Ford, Christine Huff, Christina Martin, Vicki Davis, Leslie Sakalas, Ann Hunt, Melissa Haydek, Gillian Norman, Julie Donnelly, Jane Shafer, Sara Cusick, Holly Kerr, Rosemary Martinez and Jim Bitterman

Not Present:

Catherine Bitterman, Marie Coker, Nancy Russell

Opening Prayer: Melissa Haydek

Order of Business:

President:

Alina Gaubert

- The September Minutes Approval Sheet was signed by all attending Board Members.
- Dyan Dalton will provide the October dinner for Fr. Michael.
- PTC storage closet is moving to the current Spirit Wear storage closet.
- 5th Grade Bingo date was changed to May 1st.
- Auction Update:
 - We have a Live Chairperson – Kathi Grainger (new family).
 - Advisory Council is heading up the raffle for Auction. There will only be 400 tickets sold at a cost of \$100 each. The prize is \$15,000 in gift cards. The seller of the winning ticket will receive ½ off of one year's tuition for one child. For every family that sells at least one ticket, we may have a Family Movie Night with 3 different movies playing for the various age groups. We may also have a "Thermometer Gauge" displayed showing progress of sales. A proposal was made to increase the Raffle Ticket budget by \$10,000 to cover prizes and expenses. **Rita Ford made a motion to increase the Auction Raffle Budget to \$15,500, Jane Shafer seconded the motion, and all present approved the motion.**
 - Reviewed the Agenda for the November 10th General PTC Meeting. Plans include a vote on the PTC Bylaws Revisions and updates on Auction, Gift Gathering Party and Green Team. Flyers will be sent out. Babysitting will be provided.
 - Budget revisions or suggestions are due to Christine Huff by October 23rd.
 - The board reviewed the PTC Bylaw revisions. A couple of minor changes were made. **Rita Ford made a motion to approve the PTC Bylaw Revisions, Dyan Dalton seconded the motion, and all present approved the motion** Changes will be typed up by Vicki Davis and revised PTC Bylaws will be distributed prior to the November 10th General PTC Meeting.

Vice-President:

Dyan Dalton

- Directory & Ad Update:

- The Directory is a bit behind. The software has been difficult to work with. Advertisers were difficult to come by.
- \$1230 in ads were sold. The ad sales goal was \$1550, but \$336 in extra directories sold will help cover the difference.
- The goal is to get it to Mix Printing by October 9. Mix printing turn-around time is 10-14 days.

President-Elect:

Rita Ford

- Year-round Teacher Wish List Update
 - One teacher has given us a Wish List – Debbie Gambrel. Request was made to help spread the word to get more teachers to provide us with their wish lists. Email reminders were already sent to the teachers.
- Green Team Update
 - Planning for an Earth Week 2010 Celebration in April.
 - 7-8th Graders researched “Going Green”. Their findings will be condensed and published on school website.
 - Rosemary Martinez offered to prepare a Press Release on how MIS is “Going Green”. This PR will coincide with the Earth Week Celebration in April.

Treasurer:

Christine Huff

- Budget revisions or suggestions due to Christine Huff by October 23rd. Budget will be presented on November 1st.
- Auction Expenses:
 - Hotel deposit and T-shirts.
- Auction Revenues:
 - Income of \$2000 in T-shirt sales and \$1500 in underwriting.
- Classroom Expenses Paid:
 - 4th Grade Enterprise City
 - 2nd Grade trip to The Children’s Theater
 - 5th Grade Pre-paid on their 6th Grade 2010-2011 Pines Trip
 - 6th Grade Pines Trip deposit
 - 8th Grade Team Building Field Trip and San Antonio Field Trip
- Room Parent Fees:
 - 15-20 Families still have not paid their Room Parent Fees.
- Revenues this month:
 - Chili’s: \$ 180
 - Chick-fil-A: \$ 35

Treasurer-Elect:**Christina Martin**

- Nothing to report.

Secretary:**Vicki Davis**

- Newsletter Update:
 - The November newsletter will go out October 29th. The new email account – me.newsletter@hotmail.com is working great. Articles for the November newsletter need to be submitted to this new email address by October 20th.
 - Subjects for November articles include: the new confirmation program, the new Youth Ministry Staff, and Edwin Leonard (our new seminarian),
 - We are also trying to get more articles on what's going on in the classroom.

Hospitality:**Leslie Sakalas & Ann Hunt**

- Teacher Conferences, October 29-30
 - Hospitality is providing lunch and dinner on October 29 and breakfast on October 30 for the teachers and staff.

Spiritual Enrichment:**Melissa Haydek & Gillian Norman**

- Upcoming Enrichment for November:
 - Paper angels will be sent home with the students for All Souls' Day. The angels will be returned and brought up with the Gifts at the first Student Mass after All Souls' Day.
 - Laminated Saint Cards will be given to each student on All Saints' Day.

Volunteer Services:**Julie Donnelly**

- School class activity calendars have been published using Google Calendar. Instructions on using the Google Calendar System are on the MIS website.

Community Enrichment:**Jane Shafer**

- BTS Picnic Feedback
 - Great turn-out for the picnic even though it was moved inside due to rain.
- Upcoming Family Dinner Nights
 - Will look into using the Bulletin Board to promote and publish the family dinner nights.
 - Plan to promote Family Dinner Nights at PTC General Meeting and possibly, provide coupons.
 - Upcoming Chili Nights: Oct. 14, Oct. 28
 - Upcoming Chick-Fil-A: Oct. 15
- Grocery Store Programs

- We discussed not using the annual Kroger barcode anymore. Ally Lambert is the chair and will follow-up.
- Tom Thumb has sent several checks. Christine will follow-up on these.
- The Used Uniform Sale will be during the first week of January. Paula Bertrand will coordinate the sale.
- The Halloween Skating Party is scheduled for Thursday, October 29. This will be promoted via the Bulletin Board, marquee, and flyers.
- Festival of Tables is scheduled for December 5th. Nancy Dobbs is chairing the event and has started to organize meetings.
- Chess Club for MIS is being investigated.

Teacher Liaison:

Sara Cusick

- Sara Cusick noted that she will encourage the teachers to submit their Wish Lists.

Director of Development:

Holly Kerr

- New Family Awareness Orientation Meeting was held to explain MIS volunteer opportunities and fundraising efforts. About 30% of the new families attended. Next year, plan to hold this meeting at the Newcomer Ice Cream Social.
- Trying to reframe and promote MIS Activities and Dinners as community, not fundraising.
- Spirit Store will be opening. A purchasing meeting will be held next Tuesday, Oct. 13, at 2 PM.
- Ideas to promote VISION were presented. This year VISION will be kicked off at the State of the School Meeting on Oct. 13. The VISION Kickoff Masses will be held the weekend of Oct. 18-19. The students are asked to attend the 10:30 Mass and wear their uniforms. VISION materials will be sent to current families, faculty and staff, leadership of school, parishioners, alumni, special friends, and grandparents.
- It was noted that MIS has a better chance of receiving grants if we have 100% participation in our own campaign efforts.

Director of Communications:

Rosemary Martinez

- “The Year of the Newsletter”:
 - *Mustang Express* will be published monthly focusing on community-building.
 - *Office of Advancement Newsletter* will be published 3-4x per year. The focus will be financial information, alumni relations, volunteer relations and fundraising updates. The first issue will be published in October.
 - *Grandparents Newsletter* is funded by VISION. Through this newsletter, we have received volunteers and donations. This newsletter will now be published annually. Themes will focus on enhancing Grandchildren-Grandparent relationships.
 - *Alumni Newsletter* is coming, but first working on building a better alumni database.

- *Catholic Foundation \$500 Awards*
 - Encourage parents to nominate teachers and staff for awards. The program is under-utilized, but could really benefit our school, teachers and staff.

The meeting adjourned at 8:35 PM.

Next Board Meeting – Tuesday, November 3rd, 7pm in the MI Church Meeting Room

2009-2010 Board Meeting Dates – 1st Tuesday of each month, 7pm, MI Church Meeting Room (February meeting will be January 26th b/c Open House will be on February 2nd)