

PTF meeting Minutes

Monday, June 6, 2016

Present: Jillian Tripp, Allison Watters, Molly Blake, Brittney Carter, Alison Whiting, Tanya Prime

Allison Watters proposes a change of the minutes from the May 11, 2016 meeting to include Sarah Cole as present at meeting; change approved. Minutes approved.

Requests for Funding:

Halina Nawrot requests an additional \$495.94 to cover the underestimated costs incurred during the Becky Tapley BBQ. On May 11, 2016 during a PTF meeting we approved the initial request for \$300 for this event. The \$300 was paid out. After much discussion, we voted to give another \$250.

Making our contribution a total of \$550.

Approved for \$250.

An amendment to the estimated pre-approved costs to cover Dutch Soccer- Dutch Soccer requested payment of \$630 for this spring. Dutch soccer 2016 costs were estimated at the meeting on May 11, 2016 using previous years enrollment at \$300. Since more kids participated, we paid out more money. (We are only paying half of Brooklin children's tuition.) Re-Approved. Paid

Allison Watters requests \$100 for new soccer socks for the team. Last year the socks were falling down and causing blisters. Soccer.com Item #7559 costs \$5.93/pair. We estimate needing 14 pairs, but will wait until fall enrollment to order the correct number. We will have them before the first game. Approved.

Treasurer's Report:

Reported by Jillian Tripp.

Expenses totaled \$3,867.12

- \$300 for Becky Tappley BBQ
- \$1,095 for remaining balance for new curtains
- \$550 for 4/5 play scripts
- \$50 for Central Hall rental
- \$199.65 for Clean-Up Day (food, EBS, orchard care supplies)
- \$630 for Dutch Soccer
- \$243.45 for letter stuffing supplies
- \$500 for the band for the auction/dance, The Soulenders
- \$270 to Jon Spivak for supplies for Dance and Silent Auction

Money accrued (not including silent auction) totaled \$2,090

+ \$100 from donation

+ \$1,990 from Dance and Silent Auction night- money made from at the door, through food and the 50/50 raffle.

Silent Auction money still being collected but is estimated to be approx. \$4,722. Total amount made on this event is expected to come close to \$6,000.

PTF projects/events:

New Sign:

Molly Blake brought up the fact that a check needs to be sent to Hayden Sign Company to pay for the new sign on the front of the building.

Letter Stuffing:

Annual fund-raising letter stuffing will be held at Jillian Tripp's house, 157 Carter's Point Rd., on Tuesday June 7th, 2016 at 7:00pm. Allison Watters will bring the supplies.

Popcorn powder:

PTF is responsible for purchasing new "orange powder" for the popcorn machine. Can we get away without it? We will do a test run to see how it tastes without it and try it with real butter.

PTF Storage:

Molly Blake suggests the PTF have a specified storage space in order to keep things together and out of the teacher's lounge and people's homes. Items include, grill, popcorn machine, 4th of July games, extra plates, cups, etc. Can the add-ons on the garage be used at school? It needs a new roof and the doors need fixing. Allison Watters will talk to Halina Nawrot about this.

Silent Auction and Dance:

Big success!

Funds raised during PTF's big annual fund raisers

2014: \$2,288 yard sale and silent auction

2015: \$3,328 yard sale and silent auction

2016: \$5,912.98 dance and silent auction

34% of the families/staff involved with the Brooklin School participated in the event. Jon Spivak was given \$270 for food and supplies, which is under the \$300 we approved for.

Improvements for next year-

General-

Volunteers get in free.

No 50/50 Raffle, because it was too confusing and we only made \$80.

Keep money separate at end for better accounting.

Have the event in May, a less busy time of year.

Organize more of a clean up crew.

Auction related-

Deadline for incoming auction items needs to be posted.

Print minimum bid on first line of bid sheet.

Need a tangible certificate for all the gift certificates.

Use a pin board to better organize the gift certificates.

At end of auction- ring bell, pick up pencils, and highlight winner on bid sheet.

Have emcee create hype about auction items (maybe Eric Blake?).

Food related-

More desserts

No popcorn (too messy)

More advertising the food
4 people in the kitchen minimum

Thank you list includes

The band, bidders, donators, hall, and volunteers

Approx. timeline and tasks for next year:

- Brainstorm meeting
- Secure the band
- Pin down the date
- Secure the hall
- Write donation letter asking for auction goods
- E-mail businesses begging
- Follow up e-mail they have not answered.
- Break up businesses so that each PTF member has a few businesses they are in charge of.
They will pick up items, send them thank you tax letter and make sure the person that buys the item has all the details.
- Gather goods
- Write descriptions for each item
- Photos for each item
- Facebook each item
- Press releases
- Posters designed and printed
- Signage for school and grange
- Print bid sheets
- Print descriptions
- Print certificates and contact info
- Print catalog of items
- Set up tables
- Set up check out area
- Lights for upstairs
- Organize food
- Printed receipts

ERR (Eggemoggin Reach Regatta) Fundraiser:

Molly Blake proposed a new fundraiser for the summer time. The Eggemoggin Reach Regatta is the first weekend in August every year. We can host a Lobster and Steamers dinner on that Friday night. Molly predicts it will be a huge hit.

Meeting adjourned at 7:50pm