

PTF meeting Minutes

Thursday September 22, 2016

Present: Jillian Tripp, Allison Watters, Molly Blake, Brittney Carter, Judy Mathewson, Maribeth Carson, Paige Morse

Allison thanks everyone for coming, especially new member Maribeth Carson.

Allison proposes approval of Minutes from the June 6, 2016 and August 10, 2016 meetings; Minutes approved.

Minutes will soon be posted on Google Docs. Also, Minutes will be posted on the PTF website.

Treasurer's Report:

The treasurer's report was reported by Jillian Tripp.

The big expense this month was from the BBQ goodie bags, which came out to \$361.24.

Separate from the goodie bags, the BBQ cost was \$146.64, which included propane for our new grill.

Requests for Funding:

Cameras-

Ben Moss made a request for funding to purchase digital cameras for the school and students to use. He would like the school to have one SLR digital camera (costing roughly \$700) and a few smaller fully manual digital cameras (costing roughly \$200-300x 2-3).

The PTF is excited about Ben's plans for these cameras, but would like to see him ask the school community and the Brooklin community for used cameras and donations first. Judy Mathewson would like to help Ben put out a press release in the newspaper. We encourage him to make posters for school and the Friend Memorial Public Library and put a request in the weekly newsletter. Louanne Higgins can help him navigate the school waters.

Funding for the cameras is **pending**.

Technology club-

Ben Moss made a request for funding to build a Technology Club. He listed a few things he would like to buy with a total minimum cost of \$2000.

The PTF is excited about Ben's plans for the Technology Club, but we think that the school board should be asked to provide funding as well. Paige Morse will look into whether it would be helpful to have Ben Moss come to the next school board meeting (on October 11th) to ask the board to reallocate funds to Ben for the Technology Club. Page Morse put it on the school board agenda.

Also, the PTF would like Ben to ask the Brooklin School staff what technology equipment is currently available at the school. We feel that there may be many things available to get the club started.

Once these goals have been reached, we would like to review the request and support Ben in anyway we can.

Funding for the technology club is **pending**.

Allison Watters and Molly Blake will draft a letter to Ben explaining the PTF's decisions and recommendations for both funding requests.

Fish Tank-

Louanne Higgins made a request for \$100 for the school's fish tank. This money will go towards buying food, new fish, filters and other upkeep for the 2016 school year.

Funding for the fish tank is **approved**.

Defining Request Protocol:

Forms-

Thanks to Molly Blake we now have Funding Request Forms. They are available both in digital and paper form. Molly is responsible for digitizing the requests that come in on the paper form. All information from forms is organized into a spreadsheet.

Jillian Tripp, as treasurer, is to receive a hard copy of the Request Form after the PTF has approved a request, to keep in her files. Molly Blake is responsible for printing the Request Forms and bringing them to future PTF meetings.

A few modifications to the forms still need to be made, such as adding a space for "check #," adding a "pending" category, and including more pertinent information for the requester (see the following question and statement).

Should we accept requests between meetings? We decided:

- Requests over \$100 need to be voted on at a meeting.
- We encourage the requester to present the request at the PTF meeting. We are more likely to fund it and by discussing it we may be able to make the project even better.
- We would like to see a follow up presentation about the way the funding was used (if applicable), preferably so the whole school benefits.

We want it to be well understood that the PTF is not responsible for the upkeep of equipment, etc. that is purchased with PTF funding. The person who requests funding is responsible.

Should we do monthly meetings?

Yes. We decided that for the school year, PTF meetings will be held on the first Tuesdays of every month at 6:30pm

Side note:

Page Morse says the school board should be funding the athletics department. It is the responsibility of the athletic director to give the school board a thorough budget. The PTF should not be responsible for purchasing so much of the athletic department's equipment.

PTF projects/events:

Back to School BBQ-

Lots of people attended and there was plenty of food. The goody bags were a hit with kids. We purchased more sausages and less hot dogs this year, which worked out well. Next year maybe we will hand out water bottles pre-printed with kids' names?

Parent Surveys-

8-9 were filled out.

Someone suggested we do something around the winter holidays.

Molly Blake is going to give Allison Watters all the personal contact information that the surveys provided, in order to include them in our emailing list.

Halloween Goodie Bags-

Molly Blake is going to ask the General Store owners if they are going to provide goodies this year during the Halloween Walk.

Allison Watters is going to ask Stacia Nevin about the 8th grade Monster Mash-up.

Halloween Dance-

Is here going to be one this year?

Assistance for the PTF Web page-

Judy Mathewson is going to help Molly Blake improve our web page.

- little bio
- meeting dates
- pictures
- who-is-who
- members?

On the agenda for our next meeting:

- Elect new officers
- Digitalizing Invoices
- Upcoming events and marking the calendar.
- Review mission statement and bylaws. Maribeth Carson is going to look them over.

Next meeting will be October 4th at 6:30pm

Adjourned at 8:00pm