

# Holy Trinity PTG General Membership Meeting

## March 17, 2008

**Attendees:** Executive Board: Kimberly Stevenson, Katie Witcop, Heidi Bioni, Paula Reimer, Adrienne Rutenis  
Board Members: Chrissy Kuchnicki, Sue Leininger, Mary Moody, Lisa Shaner  
General Membership Teachers and Parents

### I. Welcome

Mrs. Stevenson led the opening Prayer of St. Patrick.

### II. Old Business Update

- A. Still looking for volunteers to decorate lobby on monthly basis. There has been no response. [Motion made and approved to close this action item due to lack of response.](#)
- B. Washer and dryer were donated to the cafeteria by a parish member. Thank you! [Motion made and approved to close request for washer and dryer in the cafeteria.](#)
- C. The Building and Grounds Committee for the Parish is responsible for the cafeteria floor. Going forward please direct all questions to them. The floor replacement of the floor should happen this year or next. [Motion made and approved to close the inquiry into cafeteria floor replacement.](#)
- D. Air Conditioner installation. We are awaiting some plugs to be changed, installation is almost complete. [Motion made and approved to close the Air Conditioner installation inquiry.](#)
- E. Twenty new computers were purchased and installed in the old computer lab funded by the computer fund drive. [Motion made and approved to close computer drive inquiry.](#)
- F. Fundraising Audit will take place this summer. The PTG will work with Mrs. Stevenson. If you are interested in getting involved, please contact Katie Witcop or Heidi Bioni. [Motion made and approved to close the Fundraising Audit action item until next school year.](#)
  - o Discussion continued regarding fundraising budget.
  - o Will Mr. Engel from the Parish Finance Committee come to speak to the school population about the budget? The Finance budget is due May 1<sup>st</sup>. Nothing will happen until after the budget is complete.
  - o School fundraising is down to last year in all areas.
  - o New Scrip plan to increase participation and introduce incentives for families to commit to \$500/month to build Scrip fund back up in order to supplement fundraising shortfalls.

### III. Committee Updates

- A. Finance Committee
  - i. Treasurer Paula Reimer presented the Treasurer's Report.
  - ii. Waiting for final receipts to come in for Bunny Bingo and February babysitting night.
  - iii. All school events should go through the school office. Paperwork should be completed and the school, not the Parish office, will handle the start-up fund requests.
- A. Membership
  - i. Currently 85 members, representing 63 families. No new members since January GMM.
  - ii. There are 218 families at Holy Trinity. We need to work towards increasing participation.
- B. Fundraising
  - i. Chuck E Cheese raised \$81 for the school. Thank you to those who participated.
  - ii. Babysitting night April 12.
- C. Academic Enrichment
  - i. February's Children's Hospital class was on Bullying. 10 parents/1 teacher attended.
  - ii. March class Parenting the Adolescent was cancelled due to instructor illness.
  - iii. April 3<sup>rd</sup> – Raising Responsible Children
- D. Fellowship
  - i. Ice Cream Social was a huge success. Congratulations to Mrs. LaGrosse's class for winning the attendance award at the Ice Cream Social
  - ii. Upcoming events:
    - a. Babysitting night April 12
    - b. Donuts with Dad April 25
- E. Teacher/Staff Appreciation
  - i. Staff Luncheon on February 15<sup>th</sup> from Buca di Beppo, cost \$28.85. Thanks to everyone for the use of the \$10 coupons.
  - ii. Upcoming events:
    - a. Teacher Luncheon March 18<sup>th</sup> food to be donated by the Cub Scout Troop.
    - b. Day of Caring tentative date April 19<sup>th</sup> from 8 t 4 pm.
    - c. Teacher Appreciation Week planning meeting April 8<sup>th</sup> 6:30 pm in the library
- F. Good Samaritan
  - i. Committee responded to 4 requests.
  - ii. Confirmation cards being sent to students.
  - iii. Upcoming events:
    - a. First Communion April 26<sup>th</sup>
- G. Volunteer Hour/Fundraising Tracking
  - i. Volunteer Hours tracking – as of the end of the 3<sup>rd</sup> nine weeks, of 190 families:
    - 20 chose the buyout (10%)
    - 79 have met their hours (42%)
    - 91 have not met their hours (48%)
    - 16 families have 0 hours (8%)
  - ii. Fundraising tracking – as of the end of the 3<sup>rd</sup> nine weeks, of 190 families:
    - 34 chose the buyout (18%)
    - 55 have raised \$600 or more (29%)
    - 97 have raised \$400 or more (51%)
    - have raised \$0
    - 101 have not met their commitment (53%)

- iii. Volunteer Recruitment  
Booklet for volunteer recruitment outdated. We don't need it in that form. Will work on a flyer to recruit volunteers and have them in place for the beginning of the school year to avoid activities being cancelled.
- iv. Volunteer/Fundraising tracking  
Thank you to Joan Trosky and Jennifer Minsinger for taking over this job.  
Report to Joan through May 1<sup>st</sup> for this year. Report to Jennifer after May 1<sup>st</sup> for next year.  
All hours and fundraising must be completed by May 1<sup>st</sup>.

H. Communication

- i. HTS Happenings has started in the church bulletin each week. Look for it!
- ii. Look for announcements on the PTG Bulletin board next to the front entrance.
- iii. Let Mary Moody know of any events or student acknowledgements for the bulletin.

I. Marketing

- i. Key initiatives suggested to improve school marketing
  - o Market to the preschool families.
  - o Reach out to new families.
  - o Survey families early to understand opportunities.

**IV. New Business**

A. Nominations:

- We are taking nominations for the following PTG Board positions:
  - o Vice President
  - o Secretary
  - o Minimum of three Board Members at Large
- Each position is a 2 year term.
- Meeting attendance requirement will be waived for the Board positions.
- Must be in good standing for VP and Secretary Positions.
- Nominations open until April 12<sup>th</sup>.
- Each nominee will be contacted to confirm acceptance
- Nominees will be announced April 25<sup>th</sup>
- Voting will take place during the May GMM

B. Technology Committee – Request made by Sue Leininger to start a Technology committee to work with teachers. [Motion made and approved to create a Technology Committee.](#)

C. Mrs. Stevenson made two announcements.

1. Computer 411 class this week
2. She will help get two PTG teacher representatives.

D. Suggestion Box Items:

Request made for Playground Supervisor: This does not fall under the responsibility of the PTG.

**V. Next Meeting**

May 12, 2008 at 6:30 pm in the cafeteria

We will be voting for the following board positions:

- Vice President
- Secretary
- Minimum of three Board Members

**VII. Action Items/Motions approved**

- i. [Motion made and approved to close this front lobby decoration due to lack of response.](#)
- ii. [Motion made and approved to close request for washer and dryer in the cafeteria.](#)
- iii. [Motion made and approved to close the inquiry into cafeteria floor replacement.](#)
- iv. [Motion made and approved to close the Air Conditioner installation inquiry.](#)
- v. [Motion made and approved to close computer drive inquiry.](#)
- vi. [Motion made and approved to close the Fundraising Audit action item until next school year.](#)
- vii. [Motion made and approved to create a Technology Committee.](#)