

# Holy Trinity PTG General Membership Meeting November 19, 2007

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

## I. Student Showcase

Kindergarteners presented their Thanksgiving program  
3<sup>rd</sup> Grade Indian Home projects presented on tables

## II. Welcome

President Katie Witcop welcomed everyone in attendance and thanked them for their interest in the PTG.

## III. September 13<sup>th</sup> GMM Minutes approval

Secretary Adrienne Rutenis presented the minutes from the September 13<sup>th</sup> meeting for approval.

[Motion made and approved to approve the minutes.](#)

## IV. Treasurer Report

Treasurer Paula Reimer presented the PTG Revenue and Expense report.

[Request from membership to detail expenses by event.](#)

## V. Old Business Update

A. Fundraising Audit Chair: More detail to come at next meeting. Merit Miskow and Mrs. Stevenson are still working on this action item.

B. Abitibi Recycling: Bin will be in place by Christmas to recycle paper, magazines, catalogs.

C. Clarification of \$600 Fundraising Commitment: Chrissy Kuchnicki presented the items included as follows.

- Festival and Auction Raffle Ticket
- Magazine Sales
- Sarris Candy Sale - Christmas and Easter
- Steeler Football Pool
- Super Bowl Pool
- KidStuff Coupon Book Sales
- March Madness Tickets
- Bubba Roll Sales - Christmas and Easter
- Script (% of total bought)
- Market Day (profit of items being purchased)

[Motion made and approved to close this item.](#)

## VI. Committee Updates

### A. Fundraising

- i. Babysitting Night: December 14<sup>th</sup> limited to 50 kids. 1 to 5 sitter to kid ration. Please sign up!
- ii. Dining nights: Dates to come – easy way to earn money! Look for flyers to come home.

### B. Good Samaritan

- i. Committee has responded to four requests and received positive feedback.
- ii. Mission: Support the emotional needs, and spread good will and compassion to the Holy Trinity Parish and School family.

### iii. Duties:

- a. Respond to requests for Good Samaritan acknowledgement (cards, etc) that come in from school and parish families, teachers and staff.
- b. Maintain list of student/teacher staff birthday, purchase and send cards.
- c. Purchase all necessary cards and gifts, and facilitate sending for:
  - St. Nicholas Day
  - Christmas
  - 1<sup>st</sup> Communion/Confirmation
  - Thank you
- d. Volunteer appreciation event at the end of the school year

### C. Fellowship – Event update

- i. Santa Lunch 12/1
- ii. Santa Shop 12/1 - 12/6
- iii. Roller Skating 12/13 cancelled due to lack on interest
- iv. Movie Night 1/12
- v. Ice Cream Social 1/31
- vi. Bowling night in January TBD

### D. Academic Enrichment

- i. Four parent seminars have been scheduled, sponsored by Children's Hospital
  - a. January 24<sup>th</sup> Overscheduled Children
  - b. February 21<sup>st</sup> Bullies – What to do when kids are mean

- c. March 10<sup>th</sup> Parenting the Adolescent
    - d. April 3<sup>rd</sup> Raising Responsible Children
  - ii. Babysitting certification for 7<sup>th</sup> & 8<sup>th</sup> graders: looking into funding for this program.
  - iii. Classroom needs: Request to teachers to provide ideas for classroom curriculum enrichment.
- E. Communication
  - i. Weekly updates in church bulletins "HTS Happenings" to start in January.
  - ii. Good Search: flyer sent home with information on Good Search internet search engine that earns money for the school.
- F. Teacher/Staff Appreciation
  - i. Provide lunch at monthly faculty meetings – Need Volunteers!
  - ii. Teacher and classroom wish-lists posted at the meeting.
  - iii. Teacher Appreciation Week in May – Please sign up to help
  - iv. Day of Caring in Spring – plan a day to help do clean/improve classrooms
- G. Volunteers
  - Volunteer hours and fundraising commitments tracked and reported at each nine week term.
  - Responses to questions from membership:
    - a. You can do all 35 hours in the Big 5.
    - b. All volunteer hours, over and above 35 are tracked. You can donate your hours to families in need.
    - c. You can not donate fundraising dollars to other families. Total school's fundraising budget is \$270,000 and each family needs to participate.
    - d. Volunteer hours do not rollover to the next school year.
- H. Membership
  - i. General Membership consists of 79 members from 58 families. Please join and help us help your school!
- I. Marketing – Action items committee is working on
  - i. Market school to retain current families and recruit new families at parishes that feed into HT.
  - ii. Advertise in free publications in the area.
  - iii. Former successful graduate speak to parishes about how their catholic education aided in their success.
  - iv. Incorporate and emphasize financial aid information into marketing materials
  - v. Speak at Lion's Club/Rotary Club meetings about EITC – Education Improvement Tax Credit for businesses
  - vi. Establish a HT Foundation to assist families, capital improvements, and financial aid programs.

Need volunteers to help with this committee!

**VII. Attendance raffle: Mrs. Bruno's class won the \$25 gift certificate for highest meeting attendance percentage**

**VIII. Adjournment**

Next meeting set for Monday, January 14, 2008

**IX. Action Items/Motions approved**

- i) [Volunteer/Fundraising Audit update](#)
- ii) [Abitibi Recycling Bin](#)
- iii) [Treasurer's Report detailed with expenses by event](#)