

Holy Trinity PTG General Membership Meeting

September 13, 2007

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

1) Opening

Mrs. Stevenson opened the meeting with the Our Father and the Pledge of Allegiance

2) Welcome

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

3) Introduction of PTG Board

Vice President Heidi Bioni introduced the PTG Board Members in attendance and announced those unable to attend.

4) Meeting Format

Katie Witcop explained the format for future meetings. This meeting followed this format, but also included a review and approval of the official PTG By-Laws.

Meeting Format:

- i) Call to order
- ii) Prayer and Pledge of Allegiance
- iii) Minutes from last meeting approved
- iv) Treasurer's report
- v) Committee update
- vi) Old business update
- vii) New Business
 - The floor will be open to anyone in attendance to bring up new business
 - Each speaker will be limited to three (3) minutes.
 - Once stated, for new business to become official, it must be made in the form of a motion and that motion must be seconded by a member in attendance.
 - Each motion must have an identified action.
- viii) Meeting Adjournment

5) PTG By-law Review

- a) President Katie Witcop presented all articles of the By-laws.
- b) Doug Mitro noted correction to Article 8 Elections – change item 8.4 to read “The nomination process will begin in March with the elections to be held at the May general membership meeting.”
- c) Membership question: “Are the committees set in stone?” Katie Witcop explained, per the bylaws, the committees were at the discretion of the board. Committees will be amended as needed based on need.
- d) **Vote called to adopt the By-laws**
 - Chrissy Kuchnicki motioned to adopt the by-laws.
 - Doug Mitro seconds the motion.**General Membership voted in favor of the by-laws.**

6) Market Day

Ronelle Boburka spoke to the membership about the importance of the Market Day program as a fundraiser.

October Market Day order promotion: School orders over \$3,000 will give the school \$400 for new library books

7) SAP – Student Assistance Program

Mrs. Catanzarite spoke to the membership about the SAP program, explaining the process and how it can help students get the assistance they need.

8) Committees

Heidi Bioni presented the PTG committees and the chairpersons. Sign-up sheets are available for general membership to volunteer.

- (a) Marketing – Doug Mitro
- (b) Good Samaritan – Adrienne Rutenis
- (c) Communication – Mary Moody
- (d) Academic Enrichment & Fellowship – Heidi Bioni
- (e) Fundraising – Lisa Shaner
- (f) Teacher/Staff Appreciation – Sue Leininger
- (g) Volunteer Management – Chrissy Kuchnicki
- (h) Membership – Paula Reimer
- (i) Food and Beverage/Babysitting at Meetings – Christine Bal
- (j) Raffles for Meetings – Chris Britt

9) Programs/Events PTG will support

Heidi Bioni discussed the program and event ideas the PTG will support.

- (a) St. Nicholas Day
- (b) Teacher Appreciation - Teacher luncheons, TA Week in May

- (c) Ice Cream Social during Catholic Schools Week
- (d) Father/Daughter Dance – Valentines Day
- (e) Family Movie Nights

10) Fundraising

Katie Witcop explained the ideas for raising money with activities that brought families together.

- (a) Restaurant nights
- (b) Family nights at school
- (c) Babysitting nights

11) New Business

The floor was opened to new business

- (a) Chair needed for Volunteer/Fundraising Audit to keep track of what works and what doesn't. This person should work with the finance committee.
 - o Motion made and approved to address this issue with Mrs. Stevenson.
- (b) Paper Recycling Boxes – Abitibi – Fundraiser for school that everyone can participate in.
 - o Motion made and approved to continue discussion with Father Gary.
- (c) PTG Volunteer Committees – Sign up sheets available for committees.
- (d) Volunteer Coupon Booklet – Clarification on chairing a committee vs. helping on the committees.
- (e) Chairs still needed for the following activities from the booklet:
 1. Santa Shop
 2. Muffins with Mom
 3. Giant Eagle Tracking
 4. Book Fair
 5. Turkey Bingo
 6. Waffle Breakfast
 7. Please notify Chrissy Kuchnicki if interested.
- (f) What is PTG and what is not PTG – fundraising clarification:
 1. PTG fundraising is not part of the \$600.00 fundraising commitment.
 - o Motion made and approved to investigate and clarify what is included in the \$600.00 commitment.

12) Goals for PTG next meeting

- a) We will itemize our PTG budget and calendar.
- b) Synchronized calendar for the whole school
- c) Update school website – Sue Leininger
- d) PTG notices will always be on blue paper – Look for the blue paper!

13) Adjournment

- a) Next meeting set for Monday, November 19, 2007

Action Items/Motions approved

- i) Chair needed for Volunteer/Fundraising Audit. Motion made and approved to address this issue with Mrs. Stevenson.
- ii) Request made for paper recycling boxes – Abitibi. Motion made and approved to continue discussion with Father Gary.
- iii) Motion made and approved to investigate and clarify what is included in the \$600.00 commitment.