

St. Thomas PTG Meeting Minutes

March 29, 2017

In attendance

Liz Theisen, Steven Gusfa, Michele Jahn, Erin Reichert, Sarah Perry, Shannon Fischer, Kathy Giles, Yarimar Cherney, Sara Berkemeier

The meeting was called to order by Liz Theisen at 7:00PM

February Minutes- The minutes were read from the February 22, 2017 meeting and approved.

- I. Treasurer's Report (Steve provided copies of Account Balance 7/1/16-3/28/17 and Statement of Activities February 2017)
 - a. No changes since last month's meeting. Whoo's Reading income is not included. Once prize expenses are subtracted, our net profit will be approximately 4K.
 - b. Steve and Liz will schedule a transition meeting with Rob Hohler. Erin and Sara will be invited to better understand PTG's role with the future Business Manager.**
- II. Whoo's Reading Fundraiser
 - a. Participation and profit were almost the same as last year. 45% of the money was raised by four students (three families). Prizes were well received.
 - b. The group brainstormed some ways to increase participation including adding an incentive for middle schoolers to buddy with an elementary student, having a separate fundraiser for middle schoolers and increasing teacher involvement.
 - c. Some suggestions for improvement are to better organize "special days" by scheduling them on set days of the week, choose themes days that are easier to participate, include a half-way point incentive (ice cream party) and inform donors about where charges posted to their credit cards will be from to prevent possible confusion and charges declared fraudulent. This year the charges were posted from STA2.
- III. Upcoming
 - a. The Ice Cream Social will be on Friday, May 19th. Food will be available for purchase in the Parish Hall from 5:30-7:30pm. Walking tacos will be the food item again this year. Small bowls will be sold for \$2 and large for \$3. PTG plans to purchase the

tomatoes, lettuce, olives, guacamole, sour cream and ground beef.
Liz will send out a Sign-Up Genius on Friday, April 7 with volunteers and supplies needed.

- i.* Games will be in the gymnasium from 6-8pm. Liz reserved the inflatables/games/dunk tank.
- ii.* There will be a free dress down day for students on 5/19. Possible themes (circus, fiesta, etc.) for ice cream social were discussed.
- iii.* Ticket prices will remain the same.
- iv.* ***Liz will locate the sponsor list from last year and solicit donations again this year.***
- v.* We need to record numbers from this year's event to better estimate for next year.

- b.* Plans are in the works to bring Imagination Station (hands-on traveling science museum out of Toledo) to St. Thomas in May. Sara will communicate with Mrs. Jahn and Imagination Station staff to coordinate a date.

IV. Needs for Next Year

- a.* Erin and Sara will be Co-Presidents; Steve will continue as Treasurer and Sarah Perry will be Secretary.
- b.* A few other parents have expressed interest in leadership roles for next year. Erin, Sara and Liz will contact them. We could use a Vice President, several committee chairs and members at large.
- c.* Some suggestions for next year include opening a private Facebook group for PTG members to communicate, having a reception at the end of the school year to celebrate families who completed their volunteer hours, sending thank you notes to new volunteers, announcing a volunteer of the month, purchasing software to track volunteer hours and following through with families that do not complete the required 20 hours.
- d.* ***Liz and Yari will create a detailed PTG "handbook" to pass on to the new leadership for a smooth and successful transition.***

- V. SAC Update- no updates because Liz could not attend the meeting.

The meeting was adjourned at 8:35 PM.