

# PTF Meeting

## June 10, 2021, 12:00 pm

Motion to Start Meeting by Brandi Smith, Seconded by Shandra Hargrave Valerie Burns

Prayer and Opening: Shandra Hargrave

**Members Present:** David Herren, Brandi Smith (VP/Treasurer), Stephanie Clark, Stacy Owens, Shandra Hargrave (President), Valerie Burns (Secretary)

- ❖ Fall Craft Fair/Carnival:
  - Renny has ideas and some games from last year
  - Summit Preschool
    - will get parents involved by getting donations for candy,
    - Be in charge of face painting (*need to discuss to determine who will pay for supplies*)
    - get parent volunteers to attend carnival booths/activities and bounce houses
  - Gun Raffle
    - Possibly another handgun and AR
    - Last time we had Smith & Wesson handgun; current price approximately \$800
    - Valerie will attempt to get the guns, either school discount because this is our third time to do raffle, or we will try to use Law Enforcement discount
    - Last year we spent approximately \$1,400 on the purchase of the guns
    - Transfer paperwork will be handled at the school when gun is transferred to winner
    - Raffle tickets need to be ordered soon, and begin selling
    - We will sell tickets outside of H&H Shooting Sports again this year, need volunteers for selling
  - Vendors
    - We will charge a fee of \$20 per spot for vendors to reserve their slot, non-refundable fee. This will incentivize the vendors to ensure they will show up since we had to no-shows last year
    - Additionally, the vendors will donate 10% of their sales to the school (as a tithe)
    - Brandi will start working on the flyer to post on sites to attract vendors. She will contact the vendors from last year also to see if they would like to return.
    - David will speak with Summit church about using the lobby (adjacent to open bathrooms), under the awning and more of the parking lot to get additional vendors for the event.
    - Vendor Contract will need to be revised to show the fee; also asking for optional silent auction donations
    - Vendor Welcome Packet – Last year we had hand sanitizer, lanyard, school pen, pack of gum
    - We will notify the vendors this year that we can watch their booth while they use the restroom or take a break
    - Ending Survey notes - all ideas from survey have been incorporated into the notes listed above
  - Advertising
    - OKC prohibits signage unless taken down every night
    - Radio Station which offers free advertising
      - Brandi will ask a vendor from last year for name of the station
    - Moore Monthly
      - David will make contact
    - Summit Church
      - Slides before services, printed material if they start that again

- Facebook ad. Additionally, a Facebook event that we can share and say “going” to build excitement
- Look into yard signs if people are willing to place them in their yards
- We will make a big sign to be hung in the gym – notifying patrons that 10% of all sales are donated to the school; hopefully will encourage more purchases (*might want to consider more than 1 sign if we have booths in the lobby of church and parking lot*)
- Bake Sale / Silent Auction
  - These can lead to increased monetization because donated items are all profit
  - Older kids (*Chloe and Brynn*) should run the bake sale booth to get them involved and give them responsibility at the event
  - We will notify the families within the first month of school to get input on what/how many baked good the families can bring
  - Each class can be responsible for making a basket to be part of the silent auction
  - If people do not want to donate to the silent auction, we can offer advertising space (*maybe banner in the gym, or on facebook, or on the back of t-shirts for volunteers’ day of the event*)
    - Travel Agent to make donation towards a trip
    - Okie Car Wash
    - Ray’s Furniture and Appliances (Newcastle)
    - Main Street Car Wash (Newcastle)
    - Buoy
    - LaLuna (Newcastle)
  - Next meeting, we will collaborate with list of names and a google doc to determine who will contact different businesses
- Bounce Houses
  - Party Time Inflatable gives us a discount; we will have two bounce houses available
- Food Trucks
  - Evelyn ?? (had chicken wings and fish) will be contacted to come again
  - Snow Cone Truck – David knows the contact
    - Ideas
      - ◆ Cousin Main Lobster
      - ◆ Coit’s
      - ◆ LaLuna taco truck
- Volunteers for Set Up / Tear Down
  - We will as parents to help
  - MACU, contact Stephanie Neely or whomever, to get volunteers to help with the event
- ❖ PTF Email account
  - Shandra is getting access to the account
  - After each meeting, a copy of the minutes will be emailed to all parents (starting with the August 2021 meeting). Additionally, the minutes will be posted to the website for public access
- ❖ Meeting times:
  - Meetings will be held the Third Thursday of each month
  - 5:00 – however if more parents get involved and a different time is more agreeable for everyone, that time can be adjusted in the future
  - Childcare will be provided – since meetings start at 5:00 and will end at 6:00, the childcare will be part of ACA aftercare since it ends at 6:00 pm
  - Next meeting will be July 15 at noon
- ❖ Financial Summary
  - Current balance in the PTF bank account is \$1,929.73

- A good majority of this amount will be going towards purchase of firearms for the raffle this year
- ❖ School Fundraising Fund
  - David will evaluate if there is enough money in the account for repainting the playground equipment and the two benches next to the gym doors
  - David thinks there is enough funds in the account for this.
- ❖ The PTF needs to have discussion (*get notes from previous meeting where this was discussed*) and come to a firm understanding of the breakdown between Fund Raising Funds and PTF Funds
  - How to divide fairly the profits from the Fall Craft Fair
  - Preschool was not anticipating benefiting financially from this event; Stacy mentioned wanting to get involved and get parents from both the preschool and the academy to work together and become more aware of all the opportunities offered at our schools

Motion to Close Meeting by Brandi Smith, Seconded by Valerie Burns

Dismissed: 1:35 pm