

**PTF Meeting Minutes**  
**Wednesday, January 21, 2009**  
**4:15 to 5:15 PM**

**Attendance:** Emily Willems, Sara Bunnell, Wendy MacKenzie, Jo Anne Post, Dawnna Chase, Kathy Crum and Wendy Olcott

**Burke Mountain Ski Program**

Students and staff are set to begin the Burke Mountain Ski Program. The program will take place Jan 30, Feb 6 and 13 and March 6 (weather and ski conditions permitting). All present are in agreement that PTF will cover the lesson cost and equipment rental fee for any kindergarteners able to attend (must be accompanied by a parent/adult chaperone).

**Financial Update**

The current balance in the checking account is \$8,083.41.

**PTF Auction**

The annual PTF Auction will take place **Saturday, March 21<sup>st</sup>**. Wendy MacKenzie, Emily Willems and Sara Bunnell will coordinate the auction. Volunteers are needed to assist with the following:

- Coordinate food and beverages to serve at the auction
- Advertising – Wendy MacKenzie will approach a parent about helping with the advertising. Sara Bunnell will also assist
- Check people in and assign bid numbers
- Set up and clean up
- Runners to assist with live auction items
- Pick up large donated items and transport them to the Town Hall
- Close silent auction tables
- Cashiers to check people out and record payments
- Auctioneers – Wendy MacKenzie and Jo Anne Post will look into finding auctioneers

Rossana will check on the availability of the Town Hall and the date of the Barnet School Auction. We'll plan to have a draft of the auction booklet available on Town Meeting Day.

**Future Agenda Items:**

- Auction
- Artist-in-Residence
- Financial Update

**Next Meetings – Wednesday, February 4 from 4:15 to 5:15 PM and Wednesday, February 18 from 4:15 to 5:15 PM.**