

**PTF Meeting Minutes**  
**Wednesday, February 18, 2009**  
**4:15 to 5:15 PM**

**Attendance:** Emily Willems, Sara Bunnell, Wendy MacKenzie, Jo Anne Post, Alice Ruffner and Wendy Olcott

**Skiing Reimbursement** – Reimbursed Wendy Olcott for expenses incurred during week two of the Burke Mountain Ski Program (\$345.00 for tickets and \$250.00 for equipment rentals = \$595.00 total).

**PTF Auction Plans**

- Reviewed donations received to date.
- Reviewed volunteer sign-up sheets received to date.
- Wendy MacKenzie will contact Price Chopper for cups, napkins and a \$10.00 gift card.
- Wendy MacKenzie will set up an auction table at Celebration of Learning on February 19<sup>th</sup> so people can sign up to help at the auction and/or donate refreshments. Donation forms will also be available for the taking.
- Alice will organize a raffle for the night of the auction. Proceeds will benefit the hot lunch program.
- Wendy Olcott will contact Community National Bank to see about use of a credit/debit card machine for the auction.

**Future Agenda Items:**

- Auction
- Artist-in-Residence
- Financial Update

**Next Meeting – Thursday, March 12th from 4:15 to 5:15 PM.**