

Home & School Minutes			
12.20.2011		Start Time: 6:30PM / End Time: 7:30	
		Holy Trinity School Cafeteria	
H&S President	Jody Shannon		
H&S Vice President	Matt Garvey		
H&S Treasurer	Monica LeMay		
H&S Secretary	Nicole Coty		
Attendees	Jody S., Nicole C., Monica L., Matt G., Cathy G., Kathy D., John C., Pam L., Stacy J., Dr. Gleason, Father Echert, Barb U., Joanne K., Debbie H., Beverly H., Laurie M., Alicia O., Linda H., Amy V., Colleen W.,		
Committee Updates:			
TREASURER REPORT	Monica LeMay		
Discussion	<p>Marathon - \$18,000 collected so far. Dr. Gleason said some money may still come in from matching grants</p> <p>Money going out= \$2,500 month for operations Upcoming expenses- Ski trip in January & Wolfe Ridge trip</p> <p>\$5,000 surplus right now- no cuts needed</p>		
Conclusions			
Action Items	Person Responsible	Status	
PUBLIC RELATIONS	Cathy Goaley		
Discussion	<p>It is important to March HT in 2012. Catholic Schools Week is January 22-29th. Open House is January 29th. H & S will provide some sort of hospitality (treat). Information night for Middle School is January 19th. Kindergarten Roundup- February 7th</p> <p>Barb U. has volunteered to work on advertising/public relations.</p> <p>Father will check on issuing a press release declaring HT will remain open and would like to see some signs posted in the community. He will also check with area pastors to see if we can advertise in their bulletins for our open house</p>		
Conclusions			
Action Items	Person Responsible	Status	
FUND RAISING	Open		
Discussion	<p>Barnes & Noble Bookfair: No news yet on the amount raised. It was a really great event! One suggestion for next year is to see if an announcement came be made when readings are beginning.</p> <p>Drive For Kids: Raised \$1,900.00 – Will do it again next year. Ask Father next year for more details on volunteer needs.</p> <p>Spring Fling: Discussed the location. Alicia will check with her contact at SJV on their feeling about us having our event there. We want to be sensitive on this issue. SJV would be \$60 per house and we could get in Friday night to decorate. Send suggestions to Alicia to check on as a backup if SJV is not an option. Date of event- 5/5 (Cinco De Mayo) Looking for a mariachi band and/or dancers. Linda H. will look into this.</p> <p>TST Creative Catering - \$11.15 per plate or \$14.50 per person with linens, etc. They can do half Mexican/half American food Donation request letters were sent to Alice G. She is working on getting donations. Alicia will e-mail the letter out so everyone can help send them out. We are looking for more big ticket items this year. Alicia will check on the liquor license for the event. Volunteers needed! Alicia will start Spring Fling Meetings. All questions/suggestions can go to HTSSpringfling@gmail.com</p> <p>Box Tops: Deadline-End of Feb. Check comes to the school in April.</p> <p>Scholastic Book Fair: Dr. Gleason will work on this.</p>		
Conclusions	Spring Fling will be May 5, 2012		

Action Items	Person Responsible	Status
HOSPITALITY		
Discussion	<p>Bought cookies from CCW for \$36.00 for the Christmas program and teacher appreciation. Reminder that the kindergarten program is H & S responsibility- Set-up, clean-up, cookies and punch.</p> <p>H & S will provide lunch Monday, January 23rd to the kids for Catholic Schools Week.</p>	
Conclusions		
Action Items	Person Responsible	Status
VOLUNTEERISM	Colleen Wojnar	

Discussion	<p>Need volunteers in the following areas:</p> <p>Open House (January 29): Hospitality – Lead: Cathy Goaley, 3 helpers Communications – Lead: OPEN, 2 helpers</p> <p>Parades (Kaposia Days, Cottage Grove, Inver Grove Heights) Team Lead: OPEN Reminder Phone Calls: Alicia Oferosky (kidz.will.be.kidz@hotmail.com) Family Participation/Interest: multiple families</p> <p>Scholastic Book Fair (): Team Lead: OPEN Reminder Phone Calls: 1 helper Help with setting up @ start of school: 4 helpers Monitor Book Fair Date: When classes visit – during school: 4 helpers Sell @ Book Fair 1st shift 9 AM – 11 AM: 3 helpers Sell @ Book Fair Date: 2nd shift 11 AM – clean up Luncheon 1st shift 10:30 AM – noon: 4 helpers Luncheon 2nd shift noon – 1:30: 4 helpers</p> <p>Spring Fling: Decorations: Team Lead: OPEN Team Members: 4 helpers Food: Team Lead: OPEN Beverages: Team Lead – OPEN In-House Communications: Team Lead: Open Community/Media Communications: Team Lead: OPEN Invitations: Team Lead: OPEN Team members: 1 helper RSVP & Tickets: Team Lead: Nikki Dahlstrom Team members: 2 helpers BIG Raffle: Team Lead: OPEN Team members: 1 helper Games, Raffle & Heads/Tails: Team Lead: Pam Burke Team members: 1 helper Night of Event Helpers: Team members: 8 helpers Hall & Entertainment: Team Lead: Alicia O. Classroom Art Projects: Team Lead: OPEN Team members: K-8 Silent Auction: Team Lead: Team members: 4 helpers Silent Auction Set-up: Team Lead: OPEN Team members: 6 helpers Night of Event Runners: Team members: 4 helpers Cashiers: Team members: 4 helpers Welcome Table & Name Tags Team members: 3 helpers</p>
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Discussion	<p>Teacher Appreciation Lunch (May): Team Lead: OPEN Reminder Phone Calls: 1 helper Set-up & Serve 11:00 – 12:30: Team Members: 2 helpers Donate BBQ Beef to feed 12: Team Member: 1 helper Donate 2 pks Buns & 2 bags of chips: Team Member: 1 helper Donate a green leaf lettuce (2 salads): Team Member: 2 helpers Donate Dessert (2 needed): Team Member: 2 helpers Clean up @ 12:30: Team Member: 2 helpers</p> <p>Lost & Found: Team Lead: Open (place notice in school Friday folder each time the items are displayed) Organize & Display items on December 15th Team Member: 1 helper Organize & Display on May 17th Team Member: 1 helper Rosary Leader (every Wednesday before school mass at 8:07) Team Members: 3 helpers</p>	
Conclusions		
Action Items	Person Responsible	Status
MORALE & APPRECIATION		
Discussion		
	Presented cookies for school and parish staff.	
Conclusions		
Action Items	Person Responsible	Status
Put together flyer	Kathy D.	
Special Events		
Discussion		
Conclusions		
Action Items	Person Responsible	Status
New Business/Open Discussion		
	Father Echert started meeting with prayer at 6:30 Next meeting- January 10 th at 6:30 pm.	
Action Items	Person Responsible	Status