

**The Foote School PTC Minutes**  
**February 8, 2017**  
**8:30 a.m.**

**Attendees:** Amy Sudmyer (Co-President), Christine Pakutka (Secretary), Amy Caplan, Alison DeRenzi, Vicki Murphy, Rosa Holler, Jeannie Myer, Emily Oakes, Duffy Mudry, Bonnie Moskowitz, Sumiya Khan, Andy Bromage, Michelle Matouk, Sandra Curren, Li Lin, Hilary Buxbaum, Janice Dreier, Annie Adams, Angie Hurlbut

**Welcome/Attendance:** Meeting called to order at 8:30 by Amy.

**Approval of Minutes:** Motion made and seconded to approve January 4, 2017 minutes by Amy.

**Treasurer's Report:** Current PTC checking account balance is approximately \$14,000.

**Old Business**

**All School Social - Basketball for Foote:** The Basketball for Foote fundraiser was held on Thursday, January 19<sup>th</sup>. The event, ran by Yale Men's basketball coach James Jones, raised about \$2,000 for the school.

**New Business - Activity Calendar**

**Book Swap:** The book swap will be held during the week of February 27-March 3. Students donate used books and receive a "chit" which they can redeem for another book. It will be held in the Sturley Room, located beneath the Foote School library. Lots of volunteers are needed to collect, sort and set-up the books, as well as to help students and adults check out. The busiest times for the swap are 8:00-8:30 and 3:00-3:30. A link for volunteers to sign up will be found in the E-News.

**All School Social -Foote on Ice:** The Foote on Ice event will be held on Sunday, February 26, 2017 from 5-7 pm. It will be held at the Northford Ice Rink. This is a community building event where students can skate with their friends. There will be a bake sale run by the PTC and the rink concession stand will be open.

**Auction Planning:** Foote's auction, the PTC's largest fundraising event, will be held on Saturday, April 8<sup>th</sup>. "Cirque de Foote", a sophisticated circus theme, has been selected for this year's event. The PTC meeting broke into two auction planning groups; procurement and decorating.

The procurement group discussed focusing more on quantity rather than quality for obtaining auction items. The group brainstormed potential business donors and reviewed those who have contributed in past years. The list of potential business

donors has been divided geographically so that each volunteer can sign up to target one geographic area.

Five auction forms were distributed at the meeting. They are also available at the Foote website's auction page: <http://footeschool.org/auction2017>

- **Auction Letter** –list of ways to help out with the auction
- **Auction Contribution Ideas** – list of ideas for the types of donations Foote is seeking
- **Auction Donation Letter** – used to solicit donations
- **Auction Donation Form** – completed by the person donating an item or service and then returned to the Foote Main Office
- **Advertising Information Form**– complete form and return to purchase an ad in the auction program

The decorating committee discussed how best to create a “Big Top” feel in the gym.

**Foote School Website Focus Group:** This discussion was led by Andy Bromage (director of communications), Amy Caplan (Associate Director of Development and Alumni Programs) and Angie Hurlbut (graphic designer for Foote’s annual fund materials and fundraiser advertisements.) Foote will be switching web hosting companies and is looking to create a more user friendly, uniform appearance to the site. The group was looking for input from parents to best meet the needs of current families as well as attract new families. There will be an option for creating a parent portal that you will access with a log in. Photo galleries will be available in the parent portal so that they are not available publicly. Suggestions included having a pop up alert for snow days and early dismissals, a calendar of events and specials as well as posting the “letter day”. Parents requested being able to sign up for things online and liked the idea of a uniform look to all teacher blogs, schedules, homework and test information, photos and email links. Additional ideas for the site could be emailed to Andy at [abromage@footeschool.org](mailto:abromage@footeschool.org).

Meeting adjourned at 9:48  
Minutes respectfully submitted by,  
Christine Pakutka, PTC Secretary