

**AGENDA**  
**PTO Executive Committee Meeting**  
**March 13, 2008**  
**AISB Library, 1605h**

**In Attendance:** Lara Prihodko, Kymberly Tiffany, Maria Ramillo, Gary Holsten, Rachel Strozeski, Muriel Durand, Jan Derpak, Richard Koczwarski, Claudia Vondrasek,

**Absent:** Kelly Dalton, Omar Saibou

**I. Call to order**

- a. The president called the meeting to order at 1605
- b. The president discussed the agenda

**II. Approval of minutes from Feb. 21, 2008**

- a. Rachel moved to approve the minutes, seconded by Kym . February 20th minutes were approved by majority

**III. President's Report**

- a. International Festival
  - i. Thank you from Kym for all the work and help.
  - ii. Thank you's should be sent to all who assisted with the booths.
  - iii. Location of items will be important for next year's festival. For example, beer garden was too removed from main carnival.

**IV. Treasurer's Report**

- a. **Festival earnings and outstanding payments due** – Net profit from the festival was CFA 2,012,650. How much is this in dollars? The school exchange rate is 500, but that does not track the actual exchange rate, which has fallen this year. So, at an exchange rate of 500, this is \$4025, however this would be more with a more accurate exchange rate. We brought in \$1200 more than last year even though we paid for more things.
- b. **Budget** - We need a budget. So far this year we have been accounting, not working off of a standing budget. Our guidepost has been last year's budget, but we've spent more money.
  - i. We haven't actually spent any money this year, outlays and income have balanced out so far.
  - ii. Items we need to think about for the budget, this year and next.
    1. Should we have standing payouts to the library or the school grounds each year, money we know we can replace with our fundraising?
    2. Ideas for expenditure categories: School culture and climate (students, teachers, families), grounds, Malian culture, earth day, literacy month, author visit, Halloween carnival, international festival, Africa day, school gift, earth day, artist in residence.
    3. For next year we need to save money for Halloween and the international festival, but not too much. We pay for

the extras for the author visit, like the wine and cheese night. The book fair is a money raiser and Earth day made a little money last year.

4. School gift item??? Last year it was instruments for Paul's music class. We have the secondary school grounds to think about, since we paid for improvements at the elementary school last year. We also need to survey the teachers about what the needs of the school are. Rachel will do this.
5. We have already purchased prizes for various events for next year, \$400

c. PE uniform sales at the festival were CFA 86,000.

d. Our next meeting, April 17<sup>th</sup>, should be a working budget meeting.

## V. New Business

- a. **Earth Day** - How much will the PTO be involved? There are conflicting calendars with literacy month. Student council is going to do the tree selling with seed money from the PTO. We already have canvas bags to distribute to students for them to decorate. Earth day will be celebrated on the Saturday before the 22<sup>nd</sup> of April.
- b. **Formation of Sports Day (family fun day) Committee for Sept. 08** –
  - i. Gary will co-chair and with Maria, Kym and Jen Beauchamp.
  - ii. Might be expensive. The ambassador paid for the back to school welcome this year. We need to ask the school to split the cost with us.
- c. **Beer and book swap**
  - i. Should be a Saturday night. April 12<sup>th</sup> might work the best, during literacy month, well after spring break.
  - ii. Other idea is also for a magazine swap too. For books, rules can be along the lines of bring 10, take 10. Make it an honor system.
  - iii. Ask GSO for tables and chairs from
- d. **Scholastic Book Fair** –
  - i. We can get the books shipped by DHL for 25%, so it will be possible to hold a fair in April, perhaps April 14<sup>th</sup>?
  - ii. Our order is currently \$11000, is this too much? Should we be more cautious? Last year the order was about a quarter of the books and they all sold out in a day. Maybe we should halve the order. Or \$5000 plus shipping and handling.
  - iii. Perhaps in May we can do a book swap for kids to exchange their new titles.
- e. **Africa day**- Africa day is usually run by the music and art teacher. Last year it was a pot-luck in the evening. The PTO spent 800\$ on it. The intent was to reach out to the Malian community. Other ideas? Wine and cheese upstairs or catered African food (from the African Womens Committee or the San Toro). If we did this we would need to sell tickets.

- f. **Teacher appreciation dinner.** We need someone to plan the teacher appreciation dinner. Kym, Lara, Omar and Claudia will take the lead.
- g. **Google news group?** Has been waiting for approval to get off the ground.

**VI. Adjournment**

- a. Move to adjourn the meeting, seconded and approved by majority.
- b. Meeting is adjourned at 1700.