

**AISB PTO Executive Committee Meeting**  
**AISB Library, 1600h**  
**October 18, 2007, 1600h**  
**Minutes**

**In Attendance:** Maria Ramilo, Jan Derpak, Omar Saibou, Gary Holsten, Rachel Strozeski, Lara Prihodko, Kymberly Tiffany, Richard Koczowski

**Absent:** Claudia Vondrasek, Kelly Dalton

**I. Call to order**

- a. The president called the meeting to order at 1600h.
- b. The president discussed the agenda for the meeting.

**II. Review and approval of minutes from 09/20/2007**

- a. Motion to approve minutes from the September 20<sup>th</sup> meeting by Rachel, seconded by Kymberly. Minutes approved by majority.
- b. Discussion of approval process.
  - i. Can be done by email if approved by at least five voting members
  - ii. Once approved, minutes should be posted on web site

**III. Committee Reports**

**a. Halloween Carnival**

- i. Food – Maria ordered 100 samosas, 100 pizza slices and 100 nems. We will be selling tickets at the entrance for food so that food handlers will not need to handle money. Each item will be priced at 500cfa. Drinks have already arrived and will be priced at 500cfa. Entrance fee has been set at 1000cfa as per last year. Discussed whether we might increase entrance fee next year.
- ii. Games – Gary reported that games being developed by the 5<sup>th</sup> graders and student council were going well and would be ready. Secondary school students are making somewhat slower progress. Games will be run by students, not adults. Gary will stop by the secondary school lock-in to sign some people up to help. Games will be free and have candy as a prize. Kymberly also has some prizes to donate. 50 apples have been purchased for the games and will be cleaned and soaked.
- iii. Volunteers – We discussed what Jan can announce for us at the UN day event. We still need volunteers for front gate, set up, food booth, cake walk, ticket selling and take down.
- iv. Trick or treating route – Omar is working on the map. We need to add the directors and principals house and then distribute the map to the houses involved.
- v. Other - Carnival starts at 1815h, trick or treating is from 1700h-1800h. Marines are doing the haunted house. Perhaps we should have a costume contest next year.

#### **IV. Author's Tea**

- a. Thursday, December 6<sup>th</sup>, the PTO is planning an evening reception for parents.
  - i. Discussion – The school is paying 350\$ a day (for two days). Last year the parent reception was held at the ambassadors' residence. The PTO contributed \$130 toward the event. Gary will organize the reception this year and Kym, Maria and Lara will help. Presentation(s), book selling and signing can be held in the library and then move the attendees up to roof for food and drinks, possibly a wine and cheese reception.
  - ii. Details - Can we get help with wine, soda, water and glasses from the American club? Can we borrow tables, tents, etc from the GSO for approximately 30-40 people? Should the PTO purchase the glasses and tablecloths as a long term investment for events? Maybe we can arrange to ship them in a container for next year. We could purchase the glasses next year but have the tablecloths made locally. Can we get Paul's music students to do some music? Time of event 7-9pm? Do we need a gift for the author? Should we have parents pay for wine? Maybe donate the proceeds to the library?
  - iii. Should we have an agenda? Maybe not too much, but we could talk to people there. Gary suggests we announce a library improvement drive and try to organize a matching funds project with the Barbara Bush foundation. We already have a grant for improving the library collection of 5-10k. Is raising fund for the library a priority of ours?

#### **V. Principal's Report**

- a. Request for funds for Model UN trip – It will cost approximately \$2000 a student to go to Princeton, NJ, USA for a model UN conference. AISB is funding 300\$ per student. Can the PTO offer any assistance? The trip is scheduled for the end of November, November 27<sup>th</sup> through December 4<sup>th</sup>. Each student needs to pay 1700\$ and Jan is asking for 700\$ in total. All students were involved in the model UN after school activity.
- b. The PTO needs to evaluate the budget to see if it is possible to help.
- c. Brainstorming for fundraising ideas - Maybe the students can do a car wash at AISB? Play day with babysitting ? Bake sale? A spaghetti dinner? Raffle? Auction? Do a pancake breakfast for our general meeting or a spaghetti dinner? Maybe include some babysitting? Friday night wine and cheese reception with a movie/baby sit by kids????? A bingo night?

#### **VI. New Business**

- a. We approved a 75000CFA grant to the middle school for their lock-inl. This was done in between ExCo meetings through email, minimum of five yes votes.

- b. Possible name change for “30<sup>th</sup> Anniversary International Carnival”
  - i. Suggestions of ‘30<sup>th</sup> Anniversary International Festival’ which was approved by those in attendance
- c. New date for Family Fun Day
  - i. Family fun day is currently scheduled for December 8<sup>th</sup>, but the authors visit is December 6 and 7<sup>th</sup>. Should we hold family fun day in mid January instead (the 12<sup>th</sup>), after break? Should we ask Karen at the American Club to help out? Maybe ask Joost to help organize games?
- d. Cookie dough fundraiser possibility
  - i. Kymberly described a fundraiser that has been profitable for other schools in the past that involves selling containers of pre-made (but not pre-baked) cookie dough. But how would we transport a refrigerated product here...? We can ask the commissary if it would be possible to include it in a refrigerated shipment.
  - ii. Rachel mentioned a fundraiser selling Tillamook cheese that she was familiar with, also with the same limitation on refrigeration.
- e. Money for secondary school events - We need to develop a process for the students to request money from the PTO. Perhaps using a grant application form. The form could ask, among other important details, where have they already asked for money from. Also, it is an important process for the students to go through, making a formal, thoughtful request. Student council could also use this process to request funds. We need a new budget line item for these kinds of funds so that we have some open funding.
- f. Mission of a PTO – We had a discussion on what a PTO does. It should enhance the educational program/ experience for the students and provide activities that enhance student life. The PTO might also support ‘innovation’ by teachers. This should help guide what we spend our budget on.
- g. Budget questions - What should we spend our budget surplus on. We expect to have about \$2000 to \$3000. Some events pay their way, others require funds, but even after that we will likely have money available. We need to be clear about what we want to spend the money on before we establish a grant fund. Next meeting we should have a budget presentation by Gary or maybe we should have a separate budget meeting altogether.

## **VII. Adjournment**

- a. Move to adjourn the meeting by Lara, seconded by Omar. Approved by majority.
- b. Meeting is adjourned at 1740h.