

**AISB PTO Executive Committee**  
**November 15, 2007**  
**AISB Library, 1600h**  
**MINUTES**

**In Attendance:** Lara Prihodko, Claudia Vondrasek, Kymberly Tiffany, Kelly Dalton, Jan Derpak, Maria Ramillo, Gary Holsten, Rachel Strozeski, Omar Saibou  
**Absent:** Richard Koczwarski

**I. Call to order**

- a. The president called the meeting to order at 1610h.
- b. The president discussed the agenda for the meeting.

**II. Minutes:** Approval of general meeting minutes from 11/10/2007

- a. Decision to approve minutes on line since not everyone had a chance to review them before the meeting.

**III. Committee Reports**

**a. Authors Reception**

- i. Kym has organized tables, chairs, table cloths, glasses, a small tent, and ice. We still need napkins, cheese, wine, bread and crackers. We might need lights on the terrace and can purchase them at Orca. Need soft chair and book signing table for author upstairs.
- ii. The bid came in to paint upstairs terrace, 75,000cfa. The cost includes detail work. AISB staff will do the floor, but the bid covers a lot of cleaning. Bid approved by majority.
- iii. Invitations – Rachel will make one to send out. Who will be invited, parents or everyone else? Last year it was parents, friends of the author, other diplomats, heads of schools, about 30–40 people. Perhaps heads of local schools (BIA, Christian school, French high schools). Email, Griot, word of mouth and written invites.
- iv. How much wine and cheese? We could estimate 40 people based on last year. Maybe buy 2 cases of wine. Maria will purchase cheese and crackers, Gary will purchase wine, parents will supply desserts.

- v. The author's gift will be a carving of a character in one of his books. The cost will be about \$50 for the gift.

**b. T-shirt contest**

- i. The winner has been chosen, but who will pay for the shirts, PTO or the school. Since it is already a school project, perhaps the school should.
- ii. The winning design was a combination of two student ideas. Asa will mix the two together. T-shirts will be made locally.

**c. International Festival Committee meeting**

- i. Will meet Tuesday November 20<sup>th</sup> at Maria's house at 6pm,
- ii. David and Jan won't be on the committee, but we can ask them for help.
- iii. Gary will do the games again.

**IV. New Business**

**a. Money business**

- i. The secondary school social committee returned 20000cfa from 25000 we gave them for their activity night.
- ii. Coffee cups and bags. When people buy coffee cups and bags, the PTO gives some money to the school, why do we do this? Kelly said we are just doing the school a favor, the school ordered them as gifts for staff, but had some left. The school store makes it easier to sell and that is why we do it. But perhaps we can figure out how to make it a cleaner transaction.
- iii. People shouldn't be using personal money to pay for things. There should be a more formal (yet easy) way to request, get money and spend it. We need a procedure for how to get money and return receipts. We also need to decide if people can/should front money or get the money beforehand. Right now we get our money through the school, we deposit to our line item, take out from our line item and return to our line item. However, there is no constraint on who can get money from the PTO budget. Maybe Gary and Kym should be the ones to access funds.
- iv. Budget for this year?
- v. The new school is on the horizon, should the PTO be thinking forward? For example, should trees be planted on

the new campus for earth day? Should the PTO be supporting public art there? Should the 30<sup>th</sup> anniversary celebration be the fundraiser for a big PTO donation to the new school? Maybe the PTO should develop a plan for the new campus.

vi. Marines need their money!

vii. Develop tool for fund requests. We can build a form and steps for the form. Some ideas:

1. Form turned in in advance so ExCo can vote
2. We will respond immediately
3. Dates of ExCo meetings will be on form
4. Can funds be secured in another way
5. Is there a benefit to school
6. What is the estimated attendance
7. How much is being requested
8. The budget for the event/item
9. Are there matching funds
10. How much money has been received by the requestor in the year to date
11. Form needs signatures
12. Teacher sponsorship for student requests
13. Report back to pto after event, purchase
14. Return receipts
15. Time line

Make this form available in the office. We will need a PTO mailbox. How do we advertise this? Newsletter, communications... Do we start it January 1<sup>st</sup>? PTO would do it too. It would be a PTO request for funds form, cash leaves office, we get receipts, get back cash left over.

**b. Possibility of student representative from Social Committee from Secondary School**

- i. The high school does not want student government, just a social committee. Right now a new teacher sponsors the social committee every quarter. Do we need a student representative to PTO if we have a request for funds form?
- ii. Do we want to just seed the social committee some money and let them determine what to do with it? We could let them know it's their budget and would be dispersed by

quarter. They could use the funds as seed money and take the profits to use for other activities. Our forms might help them figure out successful events and budgeting for the future. They now have a schedule for the rest of the term, so we have an idea of what's coming up that they might need funds for. Joost gave this list to Kym.

**c. Do we need a banner?**

- i. Cost is 40000cfa for nicely done stenciled white cotton. Fancier plastic ones are more expensive.

**d. Container Orders**

- i. Last year the school requested that the PTO put PE uniforms up for sale. We could do that again, they sold very well.
- ii. We need to send a memo to the secondary school social committee and the elementary student council to see if they have any requests for next year.
- iii. We typically order school supply stuff, Halloween prizes, big carnival prizes, and earth day supplies too (canvas bags and fabric markers, enough for each student were ordered last year)
- iv. For the book fair order, Kelly and Rachel got together and made a prospective order for the younger kids. They tripled the order from last year, maybe quadrupled it! How we do the shipping will determine whether we can do the big order or need to cut down. We don't pay in advance, if we over order we can send them back, so there is no financial worry. Scholastic does have an upper level we can engage, so college level and adult books are available too. Maybe we can request suggestions from book lovers in the school community to help.

**e. Speed bumps and signs**

- i. Yes, we will get signs from Anglo Gold. They will make us three signs.
- ii. Yes, we will be adding in three speed bumps around the school.
- iii. Do we need a safety patrol? A crossing guard??? Maybe the PTO can order brightly colored vests and flags. Maybe have a guard do it.

iv. Bus has been repositioned for safety.

**f. PTO newsletter**

i. We should send out a PTO newsletter, maybe monthly after the ExCo meeting. We could send it through Jan? Kym will double check with David.

**V. Adjournment**

a. Move to adjourn the meeting by Lara, seconded by Rachel.  
Approved by majority.

b. Meeting is adjourned at 1720h.