

## MEETING MINUTES

<b>Date of Meeting:</b>	January 20, 2010	<b>Location:</b>	Villa Soudan
<b>Minutes Prepared By:</b>	Sander Dankelman	<b>Chair:</b>	Alyssa Karp

### 1. Attendance at Meeting *(A = Absent)*

Name	Position	E-mail	Phone
Alyssa Karp	President		
Susan Cantella (A)	Vice-President		
Sander Dankelman	Secretary		
Vinishaj Nankani (A)	Treasurer		
Hanne Erbs-Jorgensen	Volunteer Coordinator		
BethAnne Moskov (A)	Member-at-large		
Kristine Hoffer (A)	Member-at-large		
Kristen Pepper	Teacher Rep Primary		
Dana Starkey	Teacher Rep ELC		
Bob Strozski	Admin Rep		
George Zeller	Teacher Rep Secondary		

### 2. Meeting Agenda

- A. Approval of Minutes
- B. International Festival
- C. New events
- A. Other Business

## 3. Meeting Notes, Decisions, Issues

### A. Approval of Minutes

The Minutes of the meeting of November 18, 2009 were approved unanimously and will be posted on the AISB/PTO website.

### B. International Festival

- The International Festival will be held on Saturday March 13, 2010.
- The program will run between 14.00 – 17.00. Between 14.00 and 16.00 the food fair and games will take place. The raffle takes place between 16.00 and 17.00.
- Activities at the International Festival are:
  - International food and drinks
  - Beer garden
  - Raffle
  - Game booths run by the different grades
  - Snow cones
  - Cotton candy
  - Bouncy castle
  - Musical performances
  
- Admission tickets are (pre)sold for CFA 1,000.
- Food tickets are CFA 500.
- Game tickets are CFA 100.
  
- The volunteer positions have been divided as follows:
  - Food table coordinator: Hanne, Kristen, Alissa (Maria as advisor)
  - Raffle coordinator: Nancy (prizes), Sander (selling tickets)
  - Games coordinator and set-up: George, Dana
  - Volunteer coordinator: Hanne, Dana
  - Food, drinks and cutlery coordinator: Suus (?), Hanne
  - Pre-sale entrance coordination: Kristen
  - Design and printing of raffle tickets: Bob
  
- Alissa and Kristen will order prizes for the games for a maximum of USD 300.
- Contribution of AISB to the festival will be discussed with David.

### C. New Events

- We would like to sell bricks of tiles to raise funds for the new school. The initial idea is to sell bricks/tiles for CFA 50,000 in order to raise money for a playground. Alissa and Sander will talk to David on Tuesday January 26 about this idea.
- We will sell snowcones. The best date for this is on January 29 after early dismissal at 11.15. **NOTE: change of date!!!**

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D. Other Business  
No other business.

## 4. Action Items

Action	Assigned to	Due Date
Discuss with the AISB staff what the PTO could contribute to the school and/or the new school building	Alyssa, Sander	
Balance sheet for the PTO	Sander	
<del>AISB has money budgeted for the Halloween Carnival and International Day. The Treasurer will talk to the Director to learn more about the amounts and purpose of these budgets.</del>	Vinishaj	Oct. 7, 2009

## 5. Next Meeting

<b>Date:</b>	February 3, 2010	<b>Time:</b>	18.30	<b>Location:</b>	Villa Soudan
<b>Agenda:</b>	<ul style="list-style-type: none"> <li>A. Approval of Minutes</li> <li>B. Finances</li> <li>C. International Festival</li> <li>D. Teacher Appreciation Event</li> <li>E. Snowcone Event</li> <li>F. New events</li> <li>G. Other Business</li> </ul>				