

MEETING MINUTES

Date of Meeting:	September 23, 2009	Location:	AISB Library
Minutes Prepared By:	Sander Dankelman	Chair:	George Zeller

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

Name	Position
Alyssa Karp	President
Susan Cantella	Vice-President
Sander Dankelman	Secretary
Vinishaj Nankani	Treasurer
Hanne Erbs-Jorgensen	Volunteer Coordinator
BethAnne Moskov (A)	TBD
Kristen Pepper (A)	Teacher Rep Primary
Dana Starkey	Teacher Rep ELC
Bob Strozeski	Admin Rep
George Zeller	Teacher Rep Secondary

2. Meeting Agenda

- A. Positions
- B. Activities
- C. Communications

3. Meeting Notes, Decisions, Issues

- A. Postions
 The members of the PTO as elected on September 16, 2009 volunteered for the different positions mentioned in the Bylaws. Please see the list of names and positions above.
- B. Activities
 The PTO discussed the regular activities, such as the Halloween Carnival (November 6), the Author's Visit, the International Festival, the booksale and the Teacher's Appreciation Event. We also brainstormed about new activities, such as a schoolshirt sale, a sale of tiles or bricks for the new school and special dinners. We will continue our brainstorm at our next meeting and invite any suggestions that students, parents and staff might have.
- The PTO would like to contribute to the school through fundraising. We would like to talk to the staff about what might be needed for the school or the new school building.
- C. Communications
 The PTO would like to involve the entire school community and thinks good communication is key to inform students, parents and staff about upcoming activities and the possibilities to help out. The PTO, with the help of the teacher reps, has therefore decided to send out a regular newsletter via the students folders. The newsletter will be in English and French.
- The PTO decided that all Meeting Minutes, after approval, will be posted on the AISB website.

4. Action Items

Action	Assigned to	Due Date
Meeting of current and previous Presidents and Treasurers in order to transfer the financial documents to the new PTO.	Alyssa	Sept. 30, 2009
Forward list of names of people who signed up as PTO volunteers at the Back to School BBQ	Dana	Sept. 30, 2009
Draft for PTO newsletter	Sander	Sept. 28, 2009
Discuss with the AISB staff what the PTO could contribute to the school and/or the new school building	TBD	

5. Next Meeting

Date:	September 30, 2009	Time:	6 PM	Location:	Villa Soudan
Agenda:	A. Financial Report B. Halloween Carnival C. Activity Calendar 2009-2010 D. Communications				