

## MEETING MINUTES

<b>Date of Meeting:</b>	September 30, 2009	<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
Alyssa Karp	President	akarp@ml.peacecorps.gov
Susan Cantella	Vice-President	suuscantella@yahoo.com
Sander Dankelman	Secretary	dankelman@gmail.com
Vinishaj Nankani	Treasurer	vinishaj_nankani@hotmail.com
Hanne Erbs-Jorgensen	Volunteer Coordinator	hanne.erbs.jorgensen@gmail.com
BethAnne Moskov	Member-at-large	bmoskov@usaid.gov
Kristine Hoffer	Member-at-large	khoffer@ml.peacecorps.gov
Kristen Pepper	Teacher Rep Primary	kpepper@aisbmali.org
Dana Starkey	Teacher Rep ELC	dstarkey@aisbmali.org
Bob Strozeski	Admin Rep	bstrozeski@aisbmali.org
George Zeller	Teacher Rep Secondary	gzeller@aisbmali.org

### 2. Meeting Agenda

- A. Approval of Minutes
- B. Financial Report
- C. Bake Sale
- D. Halloween Carnival
- E. Activity Calendar 2009-2010
- F. Communications

## 3. Meeting Notes, Decisions, Issues

### A. Approval of Minutes

The Minutes of the meeting of September 23, 2009 were approved unanimously and will be posted on the AISB/PTO website.

### B. Financial Report

- Alyssa met with the former Treasurer and received the financial administration.
- The current Balance is CFA 995,250 (USD 2,211.23). There is also CFA 540,000 in Petty Cash. It was decided that the Petty Cash will be limited to CFA 250,000 and that the remainder of the money will be deposited into the PTO-account.
- The PTO will use the exchange rate as determined by AISB: USD 1 = CFA 500.
- Last year \$100 was allocated to each teacher. There are still some receipts that will be handed in for this amount.
- 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.

### C. Bake Sale

- The Bake Sale will take place on Friday October 16 at lunchtime and after school. The objective of this activity is to raise funds for the Teacher Appreciation Event later in the year.
- Parents: will be asked to donate baked goods, such as cookies, cup cakes, brownies, etc., and utensils, such as napkins, forks and plates. Sander will make a text for the AISB Newsletter of October 9.
- All baked goods will be sold for CFA 500.
- BethAnne will be the point person for parents who would like to donate.
- Sander: will receive all baked goods in the morning of October 16 in the Multi Purpose Room.
- George: will find the right place to set up the bake sale and to store the food.
- Hanne, Alyssa, Vinisha, BethAnne: will arrive at 10:45 am to sell during lunchtime.
- Hanne, Alyssa, Vinisha, Dana: will arrive at 2 pm to sell after school.

### D. Halloween Carnival on November 6

- The program will be the same as in previous years: between 5 pm and 6 pm the children will go trick and treating around the school and at 6 pm the Halloween Carnival will start with food, games and the famous Haunted House.
- The entrance fee will be CFA 1,000. Game tickets will be sold for CFA 100. Food tickets will be sold for CFA 500.
- Lessons Learned from last year:
  - Traffic problems at the entrance = Entrance tickets will also be pre-sold.
  - Safe storage for money during the event = There will be one or two people responsible for collecting and storing money.
  - There was not enough coke = We will order more.
  - It was busy at the Food and drink section = Food and drinks will be spread out.
  - Better lighting at the school = Will be looked in to
- Task list:
  - Food and drinks: Hanne, Suus, BethAnne (contact with American Club)
  - Haunted House: BethAnne will get in touch with the Marines
  - Entrance, Signage (mobile) ticket sales: Kristen, Dana, Bob (tickets)
  - Games/Liaison with Student Councils: George
  - Cake walk/Gak buckets: Vanishaj
  - Trick and Treating: Alyssa (very enthusiastic)
  - Physical set-up: George

### E. Activity Calendar 2009-2010

Postponed.

# American International School of Bamako – Parent Teacher Organization

- All “committees” will send a short report on their work to Sander before October 7. Sander will forward these reports to all PTO-members.

## F. Communications

The first newsletter has been approved by the PTO and will be send out on paper. David will have to approve this version, but has already kindly agreed to take on the cost of printing the newsletter.

Other newsletters will be part of the regular AISB Newsletter.

## 4. Action Items

Action	Assigned to	Due Date
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.	Vinishaj	Oct. 7, 2009
Google Groups for the PTO	Sander	Oct. 7, 2009
Forward list of names of people who signed up as PTO volunteers at the Back to School BBQ	Dana	Sept. 30, 2009
Discuss with the AISB staff what the PTO could contribute to the school and/or the new school building	TBD	
Meeting of current and previous Presidents and Treasurers in order to transfer the financial documents to the new PTO.	Alyssa	Sept. 30, 2009
Draft for PTO newsletter	Sander	Sept. 28, 2009

## 5. Next Meeting

<b>Date:</b>	October 14, 2009	<b>Time:</b>	6 PM	<b>Location:</b>	Villa Soudan
<b>Agenda:</b>	<ul style="list-style-type: none"> <li>A. Financial Report</li> <li>B. Bake Sale</li> <li>C. Halloween Carnival</li> <li>D. Activity Calendar 2009-2010</li> <li>E. Communications</li> <li>F. Other Business</li> </ul>				