

MEETING MINUTES

Date of Meeting:	October 14, 2009	Location:	Villa Soudan
Minutes Prepared By:	Sander Dankelman	Chair:	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 (A)	Treasurer	vinishaj_nankani@hotmail.com
Hanne Erbs-Jorgensen	Volunteer Coordinator	hanne.erbs.jorgensen@gmail.com
BethAnne Moskov (A)	Member-at-large	bmoskov@usaid.gov
Kristine Hoffer (A)	Member-at-large	khoffer@ml.peacecorps.gov
Kristen Pepper (A)	Teacher Rep Primary	kpepper@aisbmali.org
Dana Starkey	Teacher Rep ELC	dstarkey@aisbmali.org
Bob Strozkeski	Admin Rep	bstrozkeski@aisbmali.org
George Zeller	Teacher Rep Secondary	gzeller@aisbmali.org

2. Meeting Agenda

- A. Halloween Carnival
- B. Bake Sale
- C. Communications
- D. Other Business

3. Meeting Notes, Decisions, Issues

A. Halloween Carnival

- The schedule for the Halloween Carnival is as follows:

4:30 pm – 5:30 pm Trick and Treating in the Neighborhood

5:30 pm Doors Open to the Carnival and Ticket Sales ready

6 pm – 9 pm Halloween Carnival

- Entrance, Game and Food Tickets:

We expect about 300 people to join us for the festivities.

Everyone needs to purchase tickets, also nannies, drivers, etc.

Kristen will organize the presale of entrance tickets.

Kristen will also sell game and food tickets and has already started with recruiting volunteers.

- Trick and Treating:

Alyssa will recruit “houses”, design the T&T map of neighborhood, get the houses their “pumpkins”.

The idea is to get the Trick and Treat Map into the student’s folder on the Thursday before the event.

- Food and drinks:

The following items will be ordered:

Drinks (via AISB, also ice: George will follow-up with Adema)

18 cases of water bottles (to be sold for 500 CFA)

18 cases of soda (to be sold for 500 CFA)

10 cases of beer (to be sold for 1,000 CFA)

Mam cocktails: Alyssa will look into this

100 bottles of Bissap: Hanne will check with Adama if he can prepare Bissap for the Carnival

Food:

Pizza (slices to be sold for 500 CFA): BethAnne will follow-up with the American Club

Nems (to be sold for 500 CFA per 2): Alyssa’s cook will prepare the nems

Somozas (to be sold for 500 CFA): Vinishaj’s friend will prepare the somozas

Brochettes de Fillet: Alyssa will follow-up with her cook and George will ask High School cook for an estimation of the price of the brochettes if we order them via her.

Snow cones (to be sold for 500 CFA): Jenn Beauchamp will be asked if the US Embassy could help us with clean ice and coolers. George will get the syrups.

Cotton Candy (to be sold for 500 CFA): we need to purchase sticks and sugar

- Volunteers:

We will ask volunteers to do 1 hour shifts.

The means we need the following amount of volunteers:

4 for selling food,

4 for selling drinks,

4 for selling snow cones

2 for selling cotton candy

TBD for selling tickets

Alyssa will send out a message to the parents to inform them about the Carnival and to recruit volunteers.

We will also make a “Volunteer Appreciation” poster at the entrance with all the names of the volunteers.

American International School of Bamako – Parent Teacher Organization

- Haunted house:

BethAnne and/or Jenn will get in touch with the Marines about the Haunted House.

- Games:

George has contacted the three Student Councils. Each Student Council will prepare 4 booths with games for the Carnival.

George will design a map of lay out of the event and the locations of the games, food concessions, etc.

B. Bake Sale

We are in good shape. About 18 parents have agreed to contribute and all volunteers are lined up to receive and sell the baked goods.

C. Communications

Sander makes an ad for the Halloween Carnival for the AISB Newsletter and Le Griot.

Dana and Sander will look into a banner for the Halloween Carnival.

D. Other Business

No other business.

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
Discuss with the AISB staff what the PTO could contribute to the school and/or the new school building	TBD	
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

5. Next Meeting

Date:	November 2, 2009	Time:	6.30 PM	Location:	Villa Soudan
Agenda:	<ul style="list-style-type: none"> A. Approval of Minutes of September 30 and October 14 meetings B. Halloween Carnival C. Evaluation of the Bake Sale D. Financial Report E. Activity Calendar 2009-2010 F. Communications G. Other Business 				