

## MEETING MINUTES

<b>Date of Meeting:</b>	November 18, 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	Phone
Alyssa Karp	President		
Susan Cantella	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 (A)	Teacher Rep Primary		
Dana Starkey	Teacher Rep ELC		
Bob Strozski (A)	Admin Rep		
George Zeller	Teacher Rep Secondary		

### 2. Meeting Agenda

- A. Approval of Minutes
- B. Halloween Carnival Evaluation
- C. Halloween Carnival Follow Up
- D. New Events
- E. Other Business

## 3. Meeting Notes, Decisions, Issues

### A. Approval of Minutes

The Minutes of the meeting of November 2, 2009 were approved unanimously and will be posted on the AISB/PTO website.

### B. Halloween Carnival Evaluation

- All relevant documents for the Halloween Carnival are stored at <http://groups.google.com/group/aisbpto>.
- According to the ticket sales about 340 people participated in the event.
- The presale of tickets worked really well and prevented long lineups on the night of the event.
- The setup worked also well: separating food, drinks and games resulted in a good flow and, again, an absence of lineups.
- The round tables at the soccerfield were a great addition as it gave people (parents) the opportunity to eat and chat while the children played at the carnival. Next time it might be a good idea to make the atmosphere even better with tablecloths and candles.
- The Haunted House and Trick and Treating were great. Next year the Trick and Treating could maybe be started off more formally/festive. It would also be good to have some extra copies of the T&T-map at hand at the beginning.
- The quantity and quality of the food were well planned. We had too many drinks, but leftovers were sold to the school (soft drinks) and PTO-members (beer). Hanne put all information on food and drinks in a very detailed document, which is posted on the Google Group.
- Lesson Learned: one person should be responsible for recruiting and assigning volunteers.

### C. Halloween Carnival Follow Up

- Sander: thank you notes to Jenn Beauchamp, Che Guido, Bagami, Embassy, Marines, Peace Corps, School (teachers and staff)
- Sander: message for newsletter to thank volunteers
- George: look into and order, if necessary, new small prizes for the carnival

### D. New Events

- Gingerbread Festival
- Snowcone or cotton candy event each last Friday of the month
- Silent auction of paintings or gift baskets
- Alyssa and Sander will talk to David about needs for the new school
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### E. 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	Alyssa, Sander	

## 5. Next Meeting

<b>Date:</b>	January 20, 2010	<b>Time:</b>	18.30	<b>Location:</b>	Villa Soudan
<b>Agenda:</b>	A. Approval of Minutes B. Spring event C. New events D. Other Business				