

**PTA Board Meeting
Wed 13 May 2009**

Attendees: Lucy Capon, Monique Rubin, Jolanda Bowring, Marjan Oloomi, Joyce Steinmetz

Guests: Cheng Newton, Graeme Scott (briefly)

Apologies: Sue Smuts, Sue Tee

Agenda: Summer Fayre Stall Allocations; Summer Fayre Update for Open Meeting Discussions; PTA Stichting; Fundraising Allocation Proposals; Welcome Committee; Student Directory; Constitution Amendment: Board Elections; Quiz Night; Upper School Show

<i>Item</i>		<i>Action</i>
1	Summer Fayre: Stall Allocations	
	Stall allocations will be made at next Wednesday's Open Meeting via Class Reps for each class.	MR
2.	Summer Fayre: Update for Open Meeting Discussions	
	<p>Summer Fayre should be promoted in the Newsletter.</p> <ul style="list-style-type: none"> • <u>Banners & Posters:</u> per Hadar Raz should be finished by tomorrow (Thursday 14 May) • <u>Tee shirts:</u> ask Sue Smuts since it seems Hadar Raz's supplier was more costly than suppliers which Sue contacted and from whom she received quotes; if Sue is busy, ask whether Hadar can take on tee shirt project; to determine how many tee shirts are needed, find out how many passports were sold last year so that we do not over-order tee shirts; idea to have a limited number of tee shirts, tell parents that tee shirts are limited and to purchase theirs early; sell tee shirts during drop-off at tables and also to passing cars dropping off in triangle area as well as after school. • <u>Logistics:</u> Piet Bakker responsible for signage/maps so parents know what is where (i.e. stall locations, food, etc.); he should speak with Gerard regarding no-go areas for security. • <u>Food Hall:</u> Common with PA and PTA combined; Marjan has a list of coordinators for each nationality and will liaise with PA coordinator by the end of this week; Sue Tee also may know who PA coordinator is since the person from last year has left. • <u>Raffle:</u> Someone approached Monique Rubin about raffle idea: person would spend a day photographing the winner and create a personalized book of the day, but we cannot have outside vendors participating; most likely raffle will be a basket of goods. • <u>General:</u> Everything still must be ordered; i.e. tables, bouncy castles, popcorn, etc. – Sue Smuts knows suppliers for all of these and coordinated them last year; hopefully she can coordinate them again this year. 	MR/SS/ PB/MO/ HR

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3.	PTA Stichting	
	At Open Meeting, Imran Ahmad will speak; if no objections from the parents then will begin application and registration process immediately.	LC/IA
4.	Fundraising Allocation Proposals	
	Where is the money going which we raise: to immediate and tangible things such as benches, speed bumps, playground equipment (not toward €50,000 project which will take years to see to fruition); Sue Tee has ideas for what is needed and wanted; monies raised less expenses such as flowers for Teacher Appreciation Day, Halloween, etc. then are used for the tangible items we purchase for the school and children; use the 8 July PTA Board Meeting to plan for the 2009-10 calendar and the fundraising events for it. Voting on proposals will be at the PTA Open Meeting on Wednesday 20 May.	LC
5.	Welcome Committee	
	Buddy Family volunteer applications distributed to classes Monday 11 May; mention to parents at Open Meeting about volunteering to become a Buddy Family; Food Hall parents are a link to different languages/nationalities for us to coordinate Buddy Families; on New Family Day, Welcome Committee needs to be present.	JB/CN/JS
6.	Student Directory	
	Lucy Capon spoke to Verona Schroder: Verona can pull specific detail fields and then download it; if parents do <i>not</i> wish to include details, then can opt out by notifying school office by X date.	LC/JB
7.	Constitution Amendment: Board Elections	
	Amend Constitution for Board Elections to approximately Easter so that changeover of Board Members occurs in September rather than in February; most likely new parents would not consider running for Board, even if changeover occurred in February rather than September.	LC
8.	Quiz Night: Fundraiser	
	Date: Friday 5 June 6-9:30 PM; what are catering options; how much money is expected to be raised – it is intended to be a fundraiser by charging each team an entrance fee; approximately 6 people per team with no limit to number of teams participating; format is to play, then break, then play; Andre can provide snacks with PTA providing wine	GS

<i>Item</i>		<i>Action</i>
	to save on costs; babysitting can be provided with CAS students assisting and a movie shown in the theatre.	
9.	Upper School Show: Potential Fundraiser	
	Dates: 24-25-26 June for 3 nights; show “Romeo and Juliet” is quite long, so Miss Titan approached Lucy to see whether it might be wise to have an intermission where PTA sells drinks (soft drinks and wine provided by PTA) and snacks (baked goods for children and savory snacks for adults) since the show might be too long for the younger children without an intermission; PTA could have a bake sale where everything is donated; snacks also could be purchased and resold; Miss Titan will supply CAS students to serve.	LC/MR/DT