

**PTA Board Meeting
Wed 10 June 2009**

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

Guests: Graeme Scott, Sarjit Herry (Secondary)

Agenda: Summer Fayre Coordination: Food; Stalls; Logistics; Promotional

<i>Item</i>		<i>Action</i>
1	Summer Fayre Coordination: Food	
	<ul style="list-style-type: none"> - BBQ Food: Sue Tee & Sue Smuts; cannot store the food properly! - Coordinator of Food Hall who is the point of contact for all stalls: Sarjit Henny (SH) will liaise; she provides inventory list; Marjan will coordinate for Primary; Graeme will enlist the Dutch teachers' help since so far there is no Dutch stall (ideas include herring, pannenkoeken, cheese, stroopfwafels) - Specific instructions for food drop-off: Sarjit, with all food drop-offs by 12 Noon - Coordinators for each area: report to Marjan; 1 parent for each table with rotating shifts - List of Volunteers for Serve Food: CAS students and parents - Who purchases wine & soft drinks: Sue Smuts (remember we need extra for the Upper School Performance! Regarding expense: can return at Makro & Sligro; any extras of non-perishables we can carry over for the next school year.) - Need parent donations: give to Sue Tee note to go into backpacks to solicit parents for food donations - Alternately an email from Graeme through Verona rather than from Class Reps; parents more likely to respond rather than to Reps at this late date 	<p style="text-align: right;">ST/SS</p> <p style="text-align: right;">SH/MO</p> <p style="text-align: right;">SH</p> <p style="text-align: right;">MO</p> <p style="text-align: right;">LC</p> <p style="text-align: right;">SS</p> <p style="text-align: right;">ST/MO</p> <p style="text-align: right;">MR/GS</p>
2.	Summer Fayre Coordination: Stalls	
	<ul style="list-style-type: none"> - Sweets/prizes for stalls: if needed, an allowance of €30 max; but encourage volunteers to donate first; email Class Reps ASAP. Monitor costs: budget. - Email Class Reps asking if any help is needed for their stall and if so, please inform ASAP. - Each class will post list of volunteers on the stall. - Need list of teacher volunteers for "Sponge the Teacher" (x8) 	<p style="text-align: right;">LC/MO</p> <p style="text-align: right;">MR/LC</p> <p style="text-align: right;">ST/GS</p>

<i>Item</i>		<i>Action</i>
	<ul style="list-style-type: none"> - and stocks for sponging to help keep the teachers dry! - Prizes/sweets: who will purchase? Sue Smuts at Makro or Sligro along with the wine. - Aladdin's Cave boxes: secure from Gerard or Andre - Draw up rota for sorting and pricing of Aladdin's Cave donations; use stickers of various colors to indicate price of items for ease in selling. - Raffle position and timing? 2:30 PM in First Floor lounge near ticket selling area 	<p>SS</p> <p>LC LC/JB/JS</p> <p>LC</p>
3.	Summer Fayre Coordination: Logistics	
	<ul style="list-style-type: none"> - Extension cables – more needed! - Signage for stalls: Class Reps; toilets and bar: speak with Piet. - Cordon off no-go areas - Brochure or floor plan with times for parents (Food Fayre, Secondary Events, Primary Stalls, BBQ, time of raffle - Pens for stalls to tick tee shirts - CAS students: can empty bins, clean up cups, etc.; Lucy will assign points for CAS students. Try to use Y7/8/9 students rather than older students because younger are more reliable – make certain to obtain CAS students' mobile numbers! - Speaker system/tannoy for inside?etc.)Extension cables – more needed! Speak with Roswitha & Gerard; Oliver helping; Lucy will man tannoy. - Money floats and belts for Aladdin's Cave & ticket selling area - Volunteers for selling tickets at entrances - Floating sales for raffle tickets – CAS students? - Friday evening set-up: until 8 PM - Manning Aladdin's Cave: 2 adults per half-hour shift <p>Signage for stalls, toilets and bar: Class Reps for stalls Funds could be used for:</p> <ul style="list-style-type: none"> - Playground - Charities (allowing the children to choose a charity (or charities) for which the PTA then would support with funds; Upper School could hold charity presentations at an Assembly, and the children then could choose the charities they wish to support via a vote; teachers could help coordinate the presentations - International Day (ie., Lower School could organize and the PTA could support – but it would not be a PTA event); this could be combined with an International Food Fair 	<p>PB MO/PB- PB/G PB</p> <p>SS LC</p> <p>LC/G/R/O</p> <p>SS JS/CN/OC LC Board/PB/G JB</p>
4.	Summer Fayre Coordination: Promotional	
	<ul style="list-style-type: none"> - Flyers in backpacks: Monday - Tee shirt order forms: Monday (could not order XS or S tee shirts because we ordered too late!) - Follow-up email promoting Fayre with PDF 	<p>MR MR/LC</p> <p>VS</p>

<i>Item</i>		<i>Action</i>
	<ul style="list-style-type: none">- Manning Fayre tee shirt stall on Friday afternoon- Collating tee shirt orders via a daily rota	LC/MR/SH MR/JS
•		