

ASA PTO Meeting - Minutes for December 1st, 2009

Time Start: 3:00 PM

PTO Present Officers:

- Susmita Dastidar (Chair), Laura Miller (Vice-Chair), Elisabeth Turk (Treasurer), Flori Willard (Secretary)

Chair Report:

- Presentation of the November 's school activities that were supported by the PTO by giving the floor to the representative volunteers who organized each event:
 - Thanksgiving's school activities for middle-school students – organized by Elizabeth Turk. Elizabeth mentioned the activity was a success; this was reiterated by Stacey Rosie, ASA Principal who presented a "Thank you " to Elizabeth for initiating and organizing this event.
 - Annual ASA Book Fair: November 23rd-25th 2009 – coordinated by Lanto Ranaivoson, - the ASA Librarian. Lanto described the event as a successful one and shared that it was very useful to have volunteers. This year a new activity was introduced at the book fair: the reading corner, which proved to be a very positive and inspiring activity for the younger readers who bought all the books the readers read to them. Lanto mentioned there are still bags of books kids reserved but haven't paid for yet; the unsold books will be up for sale next month at the Holiday Bazaar.
 - 11 Students (juniors and seniors) trip to Massuala –event organized by Sabine Schmidt-Holmes, Science/Statistics teacher. Sabine described the event as a very successful, educational and dynamic event in which nobody got injured; everyone was positively engaged in activities. The PTO funds covered the entrance to the park and also the guides into the park (2 guides).

New Business:

- December's CTC (coffee/tea/cookies) was set up for Tuesday, December 8th at 10:15 AM for the upper campus.

Treasurer Report:

- A new position needs to be created: Assistant Treasurer. PTO voted in agreement the creation of the new position and Ingrid Verhoeven Mellema (Romper Room/Nursery teacher) was voted in unanimously as the new PTO Assistant Treasurer.

Chair Report:

- Yard Sale, November 21st – coordinator: Anne Marie Ford. Anne Marie shared that the event was not very busy, but we will have another one in May (around May 8th). Anne

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Marie mentioned that some parents complained that things were stolen out of the table and part of the problem she thinks was due to the fact that some of the yard sellers were not set up on time for the event; in the future people need to be set up before 1:00 PM, Anne-Marie mentioned and we let the ASA staff shop first and then asked them to keep one eye on the things people bring to sell. The PTO also needs to review if they want to maintain the policy that the ASA staff can come in for free. A small profit was made (financial statement available).

Treasure Report: - Elizabeth Turk

- Halloween Cost: financial statement available
- Book fair: the process of calculating profit vs. costs is not finished yet.
- BOA Bank: financial statement available
- Petty Cash: financial statement available
- Jay Long, ASA Director asked why the expense for Halloween was so big; Elizabeth shared new Halloween decorations were bought as the majority from last year decorations were too torn to be used; another high cost was the hay wagon. It was suggested that for next year Halloween event we should look into another recommendation for the hay -wagon because it was too expensive comparing with last year.

New Business:

- Holiday Bazaar: December 5th. Coordinator: Lianne Kalapaca
 - Logistics update:
 - Lianne shared the most updated logistics of the event: she mentioned that 5 large tents and 1 small tent are confirmed as well a variety sizes tables to use (from the Embassy); a small tent is still needed it. Jay Long mentioned that the school is going to buy more tents before the Holiday Bazaar.
 - Lianne requested 11 more tables from the school and shared that the US Embassy is going to deliver the tents and some tables on Friday morning. She stated that the PTO will have a small tent for the book sale, t-shirts, vision survey, the volunteers (only 20) will have a pass (they will not have to pay the door fee), the vendors will have a pass as well, entrance fee: 2,000 ARI and 1,000 ARI per students (school age), kids under 5 years old free entrance, Festissimo agreed to participate (will use ½ of the basketball court) – the group should get the free pass, 71 vendors this year.
 - ASA sale T-shirts : Laura Miller was in charge with the inventory and placing the new order. Laura recommended to change vendors for T-shirts as the vendor PTO used in the

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past was not helpful at all this year when the PTO tried to place a new t-shirts order, the current vendor seems to be very unreliable. She suggested that in January we should have a meeting about working on T-shirts new designs, or long-sleeves shirts, etc.

- Volunteers: there is a need for more volunteers and the PTO suggested an e-mail should be send out to the parents with requests for specific blocks of time, more bakes donations, etc.
- Student Council: will be in charge with the ice cones for the Bazaar; the students will have to organize the logistics related to this activity. The profit from the sale will go directly to the Student Council.
- Dance evening activity, Friday December 4th – event organized by the Student Council.
 - The Student Council representative requested an e-mail to be sent you to the parents who are willing to volunteer as chaperones for the Middle/High School Students. Mark and Elizabeth Turk suggested an e-mail to be sent out at the beginning of the school year with a request for chaperons and then another e-mail should be sent out before each event.
 - The Student Council expressed an interest in organizing some activities related to the Easter celebration.
- Movie Night: January 29th, a coordinator and a movie are needed it.
- School Store Event: January 20th, Susmita will coordinate it, during lunch time (second part of the lunch).
- Valentine’s Day Event: possible February 12, in more depth-talk will be done at the January meeting; an event for the parents may be organized.

Treasurer Update:

- Finance Committee:
 - More financial information will be presented at the January meeting;
 - introduction of the newly developed “ PTO taking out cash” form,
- An annual budget needs to be developed, and a draft will be presented at the January meeting.

Adjournment: 4:30 PM