

# PTA Minutes

Date: Thursday, 10 November, 2016

Time of Meeting: 15h15

Present:

Maria, Myriam, Emily, Helene.K, Helene. S, Nicole, Jason, Steve, Courtney

Regrets:

Ritu, Debbie, Xenia,Camila

Topics Discussed	Actions
<b>RESULTS EXTRAORDINARY ASSEMBLY</b>	
•President: Xenia Krog	
•Vice President: Myriam Barajas	
Secretary: Nicole Snyders (outgoing, Courtney)	
Treasurer: Thatiana Koelho	
Coffee Coordinator: Debbie Jensen	
EY Rep & Scholastic Coord: Courtney Locket	
All positions effective Nov 11th	
<b>BY-LAWS</b>	
•Financial year to run from august - july rather than January to December	By-Laws to be updated by PTA Executive.
•Teachers to be included as part of the PTA	
<b>PTA PHOTO/STAFF PHOTO DAY</b>	
Five volunteers offered to help so no need for more as kids will have a longer break.	
<b>RECYCLING DRIVE</b>	
Closing date November 25th	
Winners to be announced Dec 2nd	Helene K to contact Nicole with exact number of prizes needed.
Prizes to be bought on Monday Dec 5th	
Next year recycling will be located at one location	Helene to agree location with Anders.
<b>LOTTERY TICKETS</b>	

Nov 30th for unsold tickets to be returned. We will not sell tickets next year.	
<b>WINTER CONCERT &amp; CHRISTMAS MARKET (&amp; BASKETS)</b>	
AGENDA:	
09:45 - teachers arrive and christmas market set - up beings	
10:00 - Primary and secondary students arrive	
10:15 - Rehersal (whole school uninterrupted)	
11:30 - Snack break	
12:00 - CONCERT STARTS (app. 75 min)	
13:15 - Teacher surprise song	
13:20 - Concert ends (clean up)	
13:30 - Christmas market	
Concert coordinated by Katrin Auer and Mr. B	
PTA in charge of the market: Myriam & Maria	
Layout has been approved by Mr Bartek and Ms Katrin.	
CAFE:	
Food donations from every class (5 dishes) to feed 20 kids, pre-cut	Myriam will draft communication email for Helene S to send to all Class Reps.
10dkk for each item	
Kelly to provide coffee for 15DKK per cup	
PTA to provide juice, hot chocolate, milk, plates, cups	
Mobile pay and cash	Talk to Tim to get phone (PTA)
Food donations to be delivered 10:00 a.m on the Saturday	PTA Executive purchase SIM card
BASKETS:	
To be delivered by Dec 1st at reception	
Tickets sold 2 days before the Market and on the day of the event	MB will sell the tickets at school.
Raffle to happen at 2:30	UPDATE: Changes to 3:00 pm
Not necessary to be present in order to claim prize	
Tickets 5DKK each - Myriam has the tickets	
VENDORS:	
More vendors needed	UPDATE: 9 vendors as of Nov 17
Vendors arrive at 12:00p.m for set up. Tables of 180cm x 78cm	

Maria Brons (children's cosmetics)	
Lene Nygaard (bags, clutches and cards)	
Kelly % Mr Stephens (Geko coffee)	
Sara & Myrium (party supplies)	
<b>PHOTO BOOTH:</b>	
Props & setting for family pictures - No cost	
Letters to Santa	
<b>ACTIVITIES:</b>	
A few craft activities were suggested, to be finalised	UPDATE: Origami, "Punch a bunch" & Candle deco
Volunteers needed/possibly involve student council	MB to talk to Camilla
Are we charging 20dkk for 10 tickets?	ALL to think of more activities
<b>VOLUNTEERS:</b>	
SIGN up genius will be used	
Set up 10:00 - 11:30 & Friday before the event (from 3:30p.m)	
Baskets 11:30 - 12:00 & 1:30 - 2:30	UPDATE: Sales will end at 2:40 pm
Café 11:20 - 12:00 & 1:30 - 3:00	
Acivities 1:30 - 3:00 - Can run late if people would like to stay more.	
Clean UP 3:00 - 3:30p.m	
<b>NEWSLETTER</b>	
Any changes?	
Send to Tim for distribution	MB to send to Tim
Is it worth it?	
<b>BUDGET</b>	
PTA has been asked to direct fundraising efforts towards curriculum-based support to teachers and students via:	ALL: Budget will be revised in 2017
britannica: ca. 4000 kr	
IXL: ca. 4000 kr	
video blocks: ca. 1000 kr	
annual fundraising support for thunder uniforms	
<b>CHRISTMAS SOCIAL:</b>	
Have a potluck all PTA (including CR, teachers & staff)	
Friday 16th, after school - Need new date as Teachers's dinner is on the same day	MB or Xenia to ask Tim for new date.

<b>IMPROVING COMMUNICATION</b>	
What is working and what is not	
Currently we communicate via Facebook, PTA email and newsletter	
Email is the preferred option. Not everyone should receive all info. Keep communication to the minimum for those not in the organization committee for a certain event.	
<b>Other:</b>	

**Date and Time of next meeting:**

**Thursday, December 1st @ 15:15**