

Minutes of the ISL PTO Board Meeting

31/01/19 8:45 – 9:45

Present: Kendra Tutunjian (KT) – chair

Jessica Maisonnave (JM)

Belinda Mancktelow (BM)

Kim Peebles (KP)

Irina Tardiva (IT)

Apologies: Ieva Pope (IP)

Tom Lokere (TL)

1. Past events, funding, resignation of KT, future events

KT declared the meeting open. The board moved to discussing past events - the lunch on 30/01 had been a big success and had really brought people from different parts of the community together, which was a key focus of what the PTO was trying to achieve. It was agreed that the PTO board should frequently repeat the PTO's mission statement at general meetings and seek to remind parents that the PTO was independent from the school and unfunded by the school and that its purpose was community-building. JM suggested amending the constitution to say that the PTO received no external funding; the board reviewed the constitution and concluded that as drafted it helpfully gave some flexibility to e.g. receive donations of goods but that the general principle of independence was clear.

KT announced that she would be resigning from the board due to work commitments (as she had previously indicated she might have to) and proposed JM as President and IP as Vice President. This was unanimously agreed.

For the February PTO lunch it was agreed that JM and IT would investigate options at the Jurmala Golf Club.

2. 06/02/19 PTO Meeting

It was agreed that BM would prepare sign up sheets covering the Valentine's bake sale, the PTO lunch, the mother/son committee, the International Day committee and the Spirit committee. KP reported that parents had expressed an interest in the school having a cheerleading squad; this might be something that could be developed by the Spirit committee.

3. Valentine's Bake Sale

JM and KP agreed to take the lead on organising the Valentine's Bake Sale. There was ice cream left over from the Father Daughter Dance which could be sold; there were also leftover toppings from the hot chocolate bar that could be incorporated. BM agreed to do a Sign Up Genius to be posted on Facebook. KP agreed to speak to the front desk in the following week to agree time slots and make sure they were prepared.

4. Mother / son event

It was agreed that all ideas presented by members of the mother / son committee would be listened to but in the absence of any suggestion that a committee member was prepared to actively implement a bowling night sounded like a good option. Bowlero could take 72 bowlers; pizza could be ordered along with water or other soft drinks. JM and KP agreed to go on the committee from the board. Friday 15 March was agreed as a date, from 6pm so that fathers could be home to look after daughters.

5. Room parent update and treasurer points

JM confirmed that a RP meeting would take place immediately after the PTO general meeting. It was agreed that TL as treasurer would need to attend both of these meetings to update on the budget and make the necessary reimbursements. RPs ran their own tallies but did not hold cash so depended on the PTO treasurer for this (it being appreciated that this was an additional commitment for the PTO treasurer over and above his core duties). JM suggested that there be a permanent backup behind TL so that people could get paid in his absence. It was agreed that JM as President would be best suited to have the power to make payments but that TL would need to ensure everything was up to date on the system at all times so that she was in a position to do so. JM agreed to reach out to TL in this regard.

6. International Day

International Day would take place on 13 April and JM reminded the board that it would require active engagement to obtain sponsorship, probably best achieved with an official letter and a well designed flyer..

The next meeting of the board was confirmed for 4 March at 8.45 am.

JM declared the meeting closed and BM agreed to prepare and upload the minutes.