

Meeting Minutes
BESA FPTA
April 7, 2014

Present:

Eren Miski Aydin
Paula Waspe
Rahaf Kokash
Andrew Currey

Lynette Walsh
Esra Stallman
Istar Isler Yildirim
Timothy Wilson

Apologies:

Handan Muthis
Melike Gorur
Lesley Wright
Irmak Ozman
Ozlem Yildiz
Olcay Basturk
Gene Rhodenizer
Candace Campbell Rhodenizer
Ken Page

Madlen Velinova de Alonso
Turkan Avci
Gozde Onal
Kelly LeDrew
Joanna Haydon
Elif Carmikli
Elaine Passmoor
Meryem Cumart
James Bryant

1. BESA Logo Items:

Mr. Bryant is still working with the students on their self portraits. He will compile the portraits and make a design soon. The design will be printed in black and white on one or all of the following suggested items:

1. A **sporty shoulder bag** to take to swimming pool or use for PE:
Estimated cost: 7-8TL
We will be ordering a maximum of 300 bags.
2. **T-shirts:** Eren suggested that we print a sample of each available size and put them on display at the reception hall. People can then pre-order their t-shirts. The cost might be a bit higher this way (i.e 25TL instead 20TL) but this will save us from printing more than we need. Everyone agreed that it's a good idea and we will go ahead with it as soon as the design is ready.
3. **School calendars:** Paula suggested printing a calendar that corresponds with the school year (August2014-August2015) and that includes school holidays and major events. Everybody loved the idea. Eren will get printing quotes from Office1Store. Mr. Wilson will check with the school on how feasible would the idea be and confirm when the holidays and event dates would be finalized.

2. 50th Anniversary Party:

- Date: Friday June 6, 2014 (the Friday right after mid-term break)
- Place: the Official Residence of the British Ambassador
- The party will have a relaxed fun atmosphere with dancing. There will be a buffet of finger foods, prepared by the Residence staff, and alcoholic beverages. Dress code is business casual. The Ambassador and his spouse will be attending the event.
- Food: The menu is almost finalized. Esra will talk to the Residence staff about changing a few items in the menu while staying within the same cost
- Drinks: the Ambassador has generously offered that we use the Embassy's cellar and pay only for what was consumed on the day. There will be French wine and English beer available, among other drinks, for a much lower cost than we would get them from an outside supplier
- Invitations: Paula will draft the invite (Esra will send her a sample official invitation from a recent event)
- The estimated number of guests: 200 guests. We might be able to increase it closer to the date.
- Estimated cost for 150 guests:
 - Food 7100TL
 - Drinks 3400TL
 - D.J. 2000TL

Other costs include security staff overtime (around 400TL), printing of invites, and possibly professional lighting, making the estimated cost per person: 85TL

- Ticket price will be set at: 100TL
- Rahaf will prepare the poster to be distributed next week
- In order to avoid complications, tickets will be on sale in person (from 8:30-9:30am) or through book bags exclusively on the following days:
 - Monday May 5th, 12th, and 19th
 - Friday May 9th, 16th, and 23rd (which is the final day to sell tickets)

All tickets must be purchased before mid-term break. No last minute additions will be allowed. Instructions to be included on the poster and by email to everyone. Class Reps may choose to collect orders from, and distribute tickets to their class parents but everyone may also approach the committee directly on the designated days.

Head Boy and Head Girl maybe assigned to collect orders for tickets sent by book bags on the designated days.

3. Summer Fair:

- Date: June 21, 2014 from 3:00pm-6:00pm
- Games: Paula started planning for the games already and has ordered some games and prizes from the U.K. A summary of the planned games is attached to the minutes. Paula also prepared all game instructions and will send them out closer to the date.

- Andrew and Rahaf will be responsible for setting up and managing the games on the day. Class Reps and other volunteers will be running the games.
- Raffle Prizes: everyone should start approaching contacts to collect donations for prizes, such as hotel stays, restaurant gift certificates, discount coupons, etc.
- Mr. Wilson will enquire if the teacher's band will be playing this year

4. Yurt:

The construction of the yurt is scheduled to start this Friday. The company that was hired for the project is based out of Ankara and it has been difficult to contact them for details. Esra knows of another company, called By Art, that we might get another quote from in case the hired supplier does not deliver on time.

5. General FPTA issues:

- Invitations for new members should be included in one of the upcoming newsletters
- Next meeting will take place on **May 5, 2014**

Prepared by: Rahaf Kokash

Approved by: Eren Miski Aydin