

**Meeting Minutes**  
**BESA FPTA**  
**September 17, 2013**

**Present:**

Eren Miski Aydin  
Paula Waspe  
Handan Muthis  
RahafKokash  
MelikeGorur  
IstarIslerYildirim  
Elaine Passmoor  
TurkanAvcı

Esra Stallman  
Gene Rhodenizer  
Candace Campbell Rhodenizer  
Irmak Ozman  
OlçayBasturk  
Lesley Wright  
Timothy Wilson  
MeryemCumart

**Apologies:**

Andrew Currey  
Lynette Walsh  
ElifCarmikli  
MadlenVelinova de Alonso  
BernaOzdamar  
OzlemYildiz

GozdeOnal  
Kelly LeDrew  
Joanna Haydon  
Ken Page  
James Bryant

**1. Welcome** and introduction of new committee members

**2. Guy Fawkes Event:**

**Date:** November 2, 2013 from 3:00-6:00 pm

**Important Deadlines:**

Mon 30.Sep: Posters sent out

Fri 04.Oct: Ticket orderforms distributed in book bags

Thur 10.Oct: Ticket order forms returned to Class Reps with payment

Mon 21.Oct: Meeting to distribute tickets and finalize event details

**Tickets:**

- Price to be increased from TL10 to TL12.5
- The number of students increased this year, so we should try and sell 500 tickets instead of the usual 400.

**Action:** Paula to check with the Embassy if it's possible to increase the number of attendees to 500.

- Ticket order forms will be distributed in book bags on Oct 4<sup>th</sup> and returned to Class Reps by Oct 10<sup>th</sup>

- Class Reps will collect all the forms and bring them to the ticket distribution meeting on Oct 21<sup>st</sup>, and will then distribute the tickets to the parents in book bags.
- Class Reps to send an email reminding parents that ticket order forms should be returned to them and not to Admin staff.

**Ticket and Poster Design:**

- Guldal will design the tickets and posters. Eren has already been in touch with her.
- Posters should be up by September 30<sup>th</sup>.
- Save the Date to be included in the next newsletter.

**Games:**

- A Games Sub-Committee will meet at a later date to discuss games.
- Members are: Paula, Esra and all Class Reps.

**Food and Drinks:**

- Last year's caterer, Hasta Doner (parents), was voted as caterer for this year again instead of CamboKofte. Their participation was confirmed.
- Drinks to be purchased from Metro closer to the date.

**Entertainment:**

- Teacher's Band is always very popular. The teachers gratefully agreed to perform again this year. They will start the evening with mellow acoustic music, and then ramp it up after the bonfire.
- Stage and sound system could cost up to TL1500

**Tombola:**

- Prizes will be kid centered only.
- FPTA members are encouraged to donate unused/packed new toys.
- Melike will purchase a bunch of toys from her wholesaler friend. FPTA will decide how much money should be spend in this.
- Parents will not be asked to contribute as they are already contributing to many things throughout the year.
- Other kids related gifts, such as Birthday Cake Certificates from Funda will be included.
- Tombola Sub-committee: Melika and Lynette

**Vendors:**

- Only a limited number of vendors to be invited (the hall will not fit many tables if the whether turns)
- The vendors to include: interested parents and some of our supporters, such as Funda Patisserie, Gallery M, etc.

- FPTA will have a table selling little knick-knacks (Year 5)
- Price per table: TL125
- Vendors Sub-committee: Handan and Melike.

**Safety Signs:**

Eren will ask Ms. Sawyer to help with that

**Security:**

Paula will discuss event details with Dominique

Meal tokens will be issued to guards and caretakers

**Others:**

Teachers will discuss the project they would like us to contribute the proceeds to and let us know.

**3. Hot Dog Lunch Event:**

- Date: Friday October 4, 2013
- The Rhodenizers have graciously offered to donate the wieners and buns and they have already ordered them from the US Commissary.
- The food will be picked up at 1:30 the day before and stored at the school fridge.
- Eren will be purchasing drinks from Metro closer to the date.
- Price per Meal: TL5 including 1 hot dog and 1 drink
- Other payments: TL1 will be donated by each student to School Council for non-uniform dress on the day.

**4. General FPTA issues:**

- Members are kindly asked not to "Reply All" every time they receive an email. They should reply only to our Gmail address: [fpta.besa@gmail.com](mailto:fpta.besa@gmail.com) and/or to Rahaf, our secretary, at: [houfeh@gmail.com](mailto:houfeh@gmail.com)
- Class Reps to start thinking about collecting contribution from class parents for future events, such as Christmas gift purchases, Teacher's Day flowers, etc. TL50 is the norm for bigger classes and little bit more for smaller classes.
- Next FPTA meeting will take place on **October 1<sup>st</sup>, 2013**
- Approved meeting minutes will be sent to Mr. Downing to upload to the website.

Prepared by: RahafKokash

Approved by: Eren Miski Aydın