

BESA FPTA

Meeting Minutes October 21, 2013

1. Guy Fawkes Event:

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

a. Tickets/tokens:

Tickets are sold out. All tickets and pre-ordered tokens were distributed to Class Reps for distribution in book bags.

b. Games:

- Esra will send a separate email to each Class Rep explaining the games they are responsible for.
- More candies for prizes are needed. Candace, Rahaf and Paula will buy more.

c. Tombola:

- Lynnette and Esra are meeting Melika on Friday to buy the prizes.
- Lynnette will prepare signage
- Ticket prices set to: 1 for 5TL, and 3 for 10TL

d. Vendors:

- 5 vendors have been contacted
- If weather conditions are bad, we will cancel vendors instead of trying to move them indoors.

e. Food and Drinks:

- Eren and Andrew will purchase drinks, including mulled wine, from Metro a couple of days before the event.
- Prices set to: Cheese sandwich for 7TL, Chicken for 10TL, Meat for 13TL, soft drinks for 1-3TL, alcoholic drinks for 8TL

f. Roles and Responsibilities:

Eren: Organization, gate

Paula and Esra: Games

Andrew: Food and drinks, music

Handan: Token sale, vendors, and payments

Rahaf: Putting up the signs and price lists

Melike and Lynnette: Tombola

Class Reps: Class games

g. Others:

- Set-up will start at 12:00pm

2. Turkish National Day:

Date: October 29, 2013

- School agreed to make it red and white dress-up (non-uniform) day
- Esra will purchase Turkish flags and drop them off at the school in the morning

3. General FPTA issues:

- Next meeting will take place on **November 11, 2013 at 6 pm.**

Prepared by: Rahaf Kokash

Approved by: Eren Miski Aydın