

## FPTA Meeting Minutes (May 5th, 2014)

Present: Eren, Ken, Meryem, James, Lynnette, Handan, Irmak, Olcay, Esra

Apologies: Andrew, Rahaf, Tim, Türkan, İřtar, Lesley, Melike, Paula, Elaine, Candace, Gene

### 1. ANNIVERSARY PARTY

- a. As cost per person increased to 97 TL, ticket prices went upto 120 TL for parents and 100 TL for staff.
- b. FPTA will sent out email to remind the party to parents on Thursday. Details of ticketining will be explained.
- c. Deadline to sell tickets is May 23rd, last day of school before half term.
- d. Tickets will be sold on Monday morning at 8:30 until 9:30 and Friday at 2:30 until 3:30 at reception area OR through bookbags. Bookbag orders should be sent to Ms.Melek and labeled as "BESA 50th Anniversary Party/FPTA". Eren will pick them up from Ms.Melek and write the invitations on Monday or Friday mornings and send the invitations via book bags.
- e. School will pay 50% of 100 TI for all the staff and other 50% will be paid by the staff. If staff spouse like to come than they buy tickets at 100 TI. Ms.Melek will keep all the staff orders then Eren will organize the invitations for them.
- f. Esra is working on the organization, lighting, decoration and outside catering.

### 2. SUMMER FAIR (June, 21st)

- a. Event will take place at 3 pm until 6 pm
- b. Ticketing:
  - i. Ticket price will be 12,5 TL just like the Guy Fawkes
  - ii. Ticket order forms will be sent via bookbags on June 4th and deadline to return the order forms is June 11th.
  - iii. Class Reps will collect all the forms and bring them to the ticket distribution meeting on June 13th, and will then distribute the tickets to the parents in book bags.
  - iv. Class Reps to send an email reminding parents that ticket order forms should be returned to them and not to Admin staff.
  - v. Posters should be up by June 4th.
- c. Food and Drinks
  - i. Summer Fair's caterer Hosta (owner is a parent) was voted as a caterer and their participation was confirmed by Ms.Meryem.
  - ii. Soft drinks will be purchased from Metro. However it was suggested that beer and wine can be ordered from Bondstore via diplomats. Eren will talk to some diplomats to see if this is possible.
- d. Games
  - i. Paula already planned and organized all the games.
  - ii. New games and gifts already delivered.
  - iii. Andrew and Rahaf are in charge or games together will all Class Reps.
  - iv. Paula will organize a meeting with Andrew and Rahaf closer to the date.

- e. Music
    - i. Teacher's Band is always very popular. Mr. Wilson will check with The teachers band to see if they can perform again this year.
    - ii. Sound system could cost up to 1500 TL
  - f. Vendors
    - i. Only a limited number of vendors to be invited. Upto 8 or maybe 10 vendors.
    - ii. Vendors should offer different goods and foods to have a variety.
    - iii. Price per table will be 125 TL
  - g. Tents: Eren will check with Güldal to see if FPTA can use her four tents once again.
  - h. A table free of charge will be given to AICC as always. However Esra will get in touch with them to make sure games they offer are not overlapping with the ones FPTA or School Council is organizing.
  - i. Raffle: Everyone should start looking for raffle prizes. One of the biggest money makers at Summer Fair.
3. HOT DOG SALE (May, 16th)
- a. Irmak, Olcay, Lynnette volunteered. Eren or Handan will be there as well. Eren will check to see if Elaine and Andrew can make it as well.
  - b. Eren will check with Gene to see if he already ordered the hot dogs from the commissary if not she will order them from Çağdaş Supermarket.
  - c. Volunteers should be at DT room at 10:30 as it takes some time to cook hot dogs and set the tables up.
4. BESA LOGO ITEMS: Mr. Bryant is still working on it. Hoping to finish within 10 days. Journey needs 2 weeks to make bags. T-shirt was discussed once again. Decided that pre order will make it much easier.
5. YURT PROJECT: The company did not come on time to make it and Mr. Page suggested another outdoor permanent Tent. A catalogue was brought. Mr. Page and Ms. Sema will give further information.
6. MAY 19th: It is a National Holiday in Turkey, the youth day. School will emphasize it during the assembly. It will be Red and white/non uniform day. Olcay will organize the flags just like she did in Turkish National Day. Eren will organize ice creams. Each child will be given a flag and ice cream. There will be no sale.
7. AGM date is June 26th, Thursday at 6 pm. We need a new FPTA committee for 2014-2015. A president, vice president, treasurer is needed. Every FPTA member should look for new volunteers. Class reps should send mails to ask for volunteers. A letter will be sent to parents via FPTA as well.
8. Next meeting will be on June 2nd, Monday at 6 pm at School Hall.