

# AUS PTSO

## Minutes of the Meeting

**Date: 8<sup>th</sup> March 2015**

**Time: 1.30 p.m.**

<b>Meeting Called BY:</b>	AUS PTSO
<b>Meeting Type:</b>	Review/Planning
<b>Meeting Facilitator's Name</b>	Michael Seefried
<b>Names of Attendees</b>	<ol style="list-style-type: none"> <li>1. Michael Seefried, AUS</li> <li>2. Kimberely Cunningham, AUS</li> <li>3. Kimberely Seefried, AUS</li> <li>4. Amani Abulhasan, PTSO</li> <li>5. Pia Dey Verma, PTSO</li> <li>6. Yasmin Al Sabah, PTSO</li> <li>7. Maria Barrett, PTSO</li> <li>8. Reem Al Rubaie, PTSO</li> </ol>

### **I. Discussion Topic: Review of Minutes of Meeting dated 23RD February 2015**

<b>Discussion Summary</b>	The Minutes of Meeting held on 23.02.2015 were reviewed.
<b>Conclusions</b>	A vote was taken on the by-laws of the PTSO and was met by a 100% in agreement.

### **II. Discussion Point: PTSO email**

<b>Discussion Summary</b>	The email for PTSO has been created – PTSO@aus.edu.kw
<b>Conclusions</b>	<p>It was decided that Minutes of the Meeting and other communications will be sent from now on through the same.</p> <p>Matter of the contact and mailing lists not being accessible to the PTSO mail id was reported to Mr Seefried.</p>

#### IV. Discussion Point: Field Day

<b>Discussion Summary</b>	An action plan for the upcoming Elementary and Middle School Field Days were chalked out.	
<b>Conclusions</b>	As Elementary and Middle Schools have their field days on different days, it was decided to ask the parents their choice of day for volunteering. Mails for Middle school Field Day have already been sent by the coaches. Parents can choose to help out in the activities like accompanying the children from one activity to the other, setting up the play stations between batches etc.	
<b>Items of Action</b>	<b>Responsible Person</b>	
1. Elementary School Field Day Volunteer invitation mail. Deadline for receiving mails from parents to be 10 <sup>th</sup> March 2015	Kim Cunningham	
2. Stickers/ Id cards to be made for Parent Volunteers		
3. Coordination with parents and the school to be handled through emails	Pia Dey Verma/Amani Abulhasan	

#### V. Discussion Point: PTSO booth and Volunteer drive for International Day

<b>Discussion Summary</b>	The parent conferences on 1 <sup>st</sup> and 2 <sup>nd</sup> April 2015 could be used as a point of familiarization of the PTSO with the parents.	
<b>Conclusions</b>	A booth is to be set up on the two days of Parent conferences where the PTSO Advisory Board members can tell the parents about the PTSO and gather data about parent volunteers for the upcoming International Day at school on 21 <sup>st</sup> May 2015.	
<b>Items of Action</b>	<b>Responsible Person</b>	
1. List of volunteers for manning the booth to be drawn up.		
2. Table cover for booth	Amani Abulhasan	
3. Cookies for PTSO booth – volunteered by Yasmin Al Sabah		
4. Sign board for PTSO		

The next meeting is scheduled for 29<sup>th</sup> March 2015 at 1.30 p.m.

(Prepared by: Pia Dey Verma)