

FOTA Minutes

14th September 2008

Present: Joanna Gordon, Katie Ormson, Denise Hoyle, Anna Cheong, , Sherry Steiner, Lisa Barsumian, Diena Kaiser, Kathleen Herwig, Christine Lam, Tammy Evans, Gudrun Brand, Sue Lim-Lester, Mary Papenfuss Faculty - Hal Halvorsen, Neal Yocom, Gillan Lynch

1. Introduction of faculty & FOTA members

Arts faculty and new FOTA members introduced themselves. The full FOTA Committee for this year is attached. We still have a vacancy in Communications – see below.

2. Calendar of Arts Events/FOTA Activities 2008-09

We went through the tentative calendar of events that FOTA will be involved in during 2009-10 (copy attached).

3. Usher Shirts for PAC - Hal asked if we could arrange for ushers at events and if they could have a smart T-shirt to wear to identify them. After much discussion Lisa Barsumian offered to look into options of T-shirts or vests and report back.

4. Volunteers

Joanna will get class lists from the Arts teachers. She will also send out the completed volunteer list (with 64 names!) to the relevant committee members. If anyone wishes to make a blanket request for help, Joanna has all email addresses entered into a FOTA Volunteer Group on her system and can forward an email.

5. Nutcracker

Sherry explained that we hoped to host this show again. She will coordinate with Gillian. It was suggested that a show could be run afterschool for anyone who could not attend during classes. FOTA will need to organize refreshments for the participants and a bus.

6. Budget

Katie briefly went through the budget. We still have a negative outstanding amount for cards – need to get selling!

7. Procedures

There is a new procedure in place for booking facilities, PAC, maintenance requests, IT support and food catering. It is done on-line now. Volunteers need to go onto the ASP website, ASP Community, PFA, Facility & Maintenance Procedures to read a copy of instructions. The PFA kitchen rep is Elizabeth Claus anneclaus1970@yahoo.com

8. PFA Notice Boards

There is a new procedure in place for putting up information at the school. It is prohibited to stick anything on the glass of the doors. We should use the PFA notice boards at various points in the school: Main Reception, Upper School corridor, PFA Kitchen, LS outside Margaret's office, PFA community room.

A new external board will be located near where parents wait at 3:30 pick up when the school budget permits. Lisa Barsumian offered to help decorate the edging of these boards to make them more eye-catching. After the meeting Joanna went to look at the one outside the PFA kitchen. It is very small/old and Joanna will email Mike Breen to request a new one. The one outside the Community Room also needs attention.

9. Communications

Joanna asked for a volunteer to be in charge of communications for FOTA. This would include typing up minutes and posting them on the website, writing up timely articles for ASPECT and PFA Newsletter etc.

10. Flaum Price Scholarship

It was noted that Eric Eklund-Cheong was awarded this scholarship at the graduation ceremony in June.

11. PFA Community Room

It was noted that Anna Cheong had offered to be the FOTA rep at a small sub-committee being formed to discuss the future of the PFA community room.

12. PFA Newsletter

It was noted that anyone sending any information into the PFA newsletter should do so in a timely manner (as soon as possible after the monthly meeting), to use standard font, simple layout and to include contact information.

13. Videos of Events

Hal and Neal said that they made sure videos were taken of all their events. These were then recorded onto DVD's and sold to families. Hal has a DVD copier and is happy to copy stuff. Claude Lord records all the US theatre productions but Gillian has never made copies of them. It was suggested that a FOTA volunteer should be organized to be responsible for videoing the other events. It was noted that videos of shows cannot be put on the website as this is an infringement of copyright.

14. Coffee House

Mary Pappenfuss raised the issue that the US did not seem keen to have a school dance and that there were no options for socializing after school for them. Joanna suggested the idea of a Coffee House, where a variety of student/teacher performers take a fixed time slot in the evening's schedule; singing, dancing, reciting poetry, playing instruments, acting, etc whilst the other students sit around, eating and drinking in a convivial atmosphere. It was suggested that this event should run from 4-7ish, with a late bus service provided (as with school dances).

Food and drink could be donations, sold in aid of one of the charities supported by the school. Joanna and Mary agreed to move forward with this idea. After the meeting Joanna spoke to Craig Vesina who was enthusiastic and will take the idea to the Student Council on Wednesday and report back. Joanna offered FOTA support with the logistics of the idea, organizing food donations, decorations, etc if the Student Council need it.

15. Outside Performers

Gillian Lynch informed FOTA that Jan 19-20 an Australian Shakespeare theatre troop would be at the school, performing for US & MS. There is also the possibility of another group from Cambridge in Dec.