

Minutes of the Annual General Meeting of the Booster Club at Verdala High School

6 June 2016

Attendees – Sean Holt, Fiona Ambery, Zoe Martin, Tilla Andersson, Melissa Kent, Gia Janks, Christina Meyer, Tanja Hetherington, Mariska Woolderink

Apologies – Michaela Davies

Chair/Secretary Report – Sean Holt

1. **Booster Executive Committee** – After two years as Chair Zoe Martin asked for a less demanding role in Excom and Sean Holt took over as Chair while also retaining his role as Secretary. In May 2016 Melissa Kent volunteered to take over as Secretary.
2. **Activities throughout 2015/2016** –
 - a. Welcome BBQ – A well attended and popular event. Innovations this year included optional name tags for parents with different colours for new and returning parents. This was a success. A Bouncy Castle was also used with great success.
 - b. Halloween – Again, a very popular event. There was a big effort made with the decorations which were spectacular. Guest tickets were in demand.
 - c. Christmas event – The school concert element was better organized than in previous years. The market aspect worked well. The Cleland & Souchet wine bar was popular and showed there was a market at such events for upmarket wines.
 - d. Easter Fun Day – Due to a lack of parent volunteers, teachers from ES assisted for the first time and the event was a success.
 - e. Pizza Days – these were held for ES, MS and HS and were very popular with the children.
 - f. International Night – This was one of the best events for the year. There was better crowd control and organisation of performances by Nicky S. The live band was not as popular as we would have liked, possibly due to the volume.
3. **Website** – Sean maintained the Booster website throughout this year and from the statistics we see it gets some visits (eg. 20 after a ManageBac message last week). The website provides basic information, the Minutes of Booster meetings and photographs after events.
4. **CAS** – The year falls into two parts. The September to February CAS team needed a lot of encouragement and guidance. The team who took over in February really demonstrated how useful CAS can be. The energetic and proactive student coordinator rallied the team and they were extremely helpful. Feedback was given to Danielle, the CAS coordinator.

5. **Posters** – Throughout the year Andy Davies made some great posters we used to publicise events. It cost money to print and mount the posters but seems to work well for publicity.
6. **Volunteers** – Getting enough volunteers to help both with Boosters and with events is a continual problem. Over the past two years we have tried leafletting, a website and attendance at parent orientation. We have had limited success both recruiting for Ex Com and for participation in events. We have some regular volunteers but the best and most effective method is personal approaches to people we think might help. We need to do more, perhaps defining roles carefully so people do not feel they are getting into more work than they can handle.

Gia made the suggestion that we create a closed Facebook group for Boosters that Verdala parents could join. Sean is going to speak with Roy about whether he likes the idea. Gia kindly agreed to liaise with Sean and set up the group prior to the Orientation Day. Maintaining the group is going to be a lot of work and will require a volunteer. Gia?

7. **Support from the school** – A continuing feature of Booster operations this year has been the tremendous support we have received from the school. The Head of School has always been a great supporter and his lead has been followed by teachers and in particular the maintenance staff who work hard and without complaint before and after every event. It seems that the school management are in no doubt about the contribution the Booster Club, and in particular our events, make to the life of Verdala.

Treasurer Report – Fiona Ambery

Fiona presented the figures for each Booster throughout the year. The figures are not complete yet as the bar will be set up at the Elementary School play and we will make some profit. We have also not been billed yet for the tables at International Night.

- At Halloween this year we made less money because more money was spent on games, decorations and quality prizes.
- The Christmas market made less because we did not charge an entrance fee. It did not seem right to charge parents to come and watch their children in the concert.
- At Easter Fun Day we made less because we priced things incorrectly and the bar didn't really work well.
- International Night made more money this year because we charged more for entrance.
- The merchandising worked well but we haven't been charged for the caps yet.
- The pizza days cost more this year because we did three – one for each school. We also bought some metal pizza sheets as an investment.

Despite making less at some events, in total the Booster Club made about the same amount of money in 2015/2016 as we did in 2014/2015.

Money the Booster Club raises throughout the year is spend on things for the kids that the school will not pay for. For example, the pergola and seating in High School and the

playground equipment in Elementary School. This coming year the money will be spent in Middle School.

It is proposed the Booster Club will pay for false turf under the trees in the Middle School playground, along with an outdoor table tennis table and possibly some outdoor furniture. No estimates have been received yet for the cost but based on what one parent had been charged for similar turf the cost will be about Euro 10,000. Sean is liaising with the same people who did the RS climbing frame last year to get a quote.

[The Treasurer's Accounts are attached to these Minutes as Appendix A].

Stationery Store Report – Zoe Martin

Stationery Boosters run two Stationery Shops, in HS opposite Reception and in MS, at the eastern end of the school, by the IT classroom. A group of volunteer parents open the stores every school day, for 15 minutes before the first bell. Most days we have student customers but stores are open to parents as well. Our mission is to cater for all students' stationery needs in Middle and High School: exercise books, pens, glue, calculators, filing systems etc. And we've just started stocking school merchandise.

We plan to include flyers with information about our stores in goody bags to be given out to new parents at the Induction Day, and we will send out flyers at the beginning of the school year to Elementary parents, as many ES parents do not know about the shops. We supply all student stationery in Elementary. Last year we were asked to provide starter packs for Grade 6 in Middle School. This worked well, as all students had the same books and equipment for lessons. This year we have been asked to provide starter packs for all of Middle school.

Our current supplier is the main stationery supplier on the island, Golden Gate. They provide a good and reliable service. This year we obtained a quote from a new supplier, Bureau Valley in Marsa. They are just starting up, and on this occasion they were not able to supply a number of items, and their prices didn't compare favourably with Golden Gate. We may look to them in the future to supply some items which Golden Gate do not stock.

During the current school year, 2015/16, our gross income was approx. 13,940 euros, expenditure 7695 euros. Our net income which goes into Booster accounts is approx: 6236.86 euros. This figure is slightly inflated, as it includes some income from Merchandise. We will need a few more volunteers to join our team next year. If you're interested, please get in touch with Zoe.

Bar and Merchandising Report – Tilla Andersson

- 1. Merchandising** – Tilla has found a German supplier for the Verdala merchandise that makes it in Fair Trade organic cotton and who uses a factory in Bangladesh that donates to the local school. The company is reliable, the prices are good and the quality is great.

The merchandise with the American college-style logo was very popular, so we will order more this year.

The t-shirts were €10 each and we made 50% profit on each shirt.

The new caps were ordered through a different supplier and were well received. More colours have been requested, and Mr Crawford has asked for some white caps with a red logo for the maintenance staff.

The merchandise has made approximately €1000 for the Booster Club so far.

There was a discussion about the stock and whether there was spare stock to sell in the Stationery Store?

- 2. Bar** – We have changed our supplier from Scotts to Hansa. We get good quality wines for good prices. We will continue to order through Scotts for food.

Open discussion

Sean – we have developed a slight change in the approach and philosophy of the Boosters. We are prioritising making the events good events and ensuring people have fun, while making money is secondary.

Mel – proposed no Easter Fun Day next year – it is a lot of work and each year we have difficulty getting enough volunteers to staff the games and bar. Should we not get enough help next year, we should cancel it.

Class parents – these are a good conduit to parents for Boosters to organise publicity and volunteers, but there is no coordination of the class parents. Mariska and Christina are class parents in High School and said that they have regular meetings as a group and are often surprised that Elementary class parents are not willing to do more. Mel pointed out that ES class parents do a lot of work in the class rooms with the children, with events and on Field Trips, along with the collections etc. ES Class Parents also often have very young children which can inhibit their ability to contribute more fully. There used to be a class parent coordinator. Mel has offered to try and get the class parents together from all schools next year to organise a coordinator.

It was agreed that it would be a good idea to discuss further plans for the Booster Club at the first meeting of the 2016/2017 school year in September.

Appendix A

Booster – Accounts for AGM 2016

Event	Income '15	Income '16	Exp '15	Exp '16	Surplus '15	Surplus 2016
BBQ	5,713.24	5,430.00	2,934.07	2,494.48	2,779.17	2,935.52
Sports Ch'p	1,020.00	N/A	101.22	N/A	918.78	N/A
Hallow'een	7,443.49	7,790.00	1,958.33	2,962.97	5,485.16	4,827.03
Xmas Mkt	4,660.00	3,740.00	1,125.85	1,331.25	3,534.15	2,408.75
Easter	2,130.00	1,730.00	241.99	451.70	1,888.01	1,278.30
International Night	3,940.00	5,340.00	1,022.25	1,168.34	2917.75	4171.66
Merchandising	3,112.00	4,547.78	3,016.01	3,331.57	95.99	1,216.21
Stationery	12,239.69	13,286.15	6,905.00	7737.52	5,334.69	5,548.63
Pizza Days	N/A	N/A	172.19	(358.82)	(172.19)	(358.82)
Total					<u>22,781.51</u>	<u>22,027.28</u>

Opening Bank Balance	25,044.56
Surplus	22,027.28
Total Expenditure	(14,042.29)
Closing Bank Balance	32,865.92
Petty Cash	1049.00

Item	Amount
Bags for Booster promotion (including 30 laptop bags for sale)	986.27
ES Playground Equipment	12325.00
Booster equipment: Corkscrews, packing boxes, soup warmer, Freezer repair etc.	491.21
Playground paint	<u>239.81</u>
Total	<u>14,042.29</u>

