

VIENNA INTERNATIONAL SCHOOL
PARENT TEACHER ASSOCIATION

ANNUAL REPORT
2007 - 2008

ANNUAL GENERAL MEETING Wednesday, October 1, 2008 6:00 pm

I. INTRODUCTION

The Vienna International School Parent-Teacher Association (VISPTA) consists of all parents/legal guardians of children attending the VIS and all professional staff of VIS. The two main objectives of VISPTA, as contained in the present statutes are:

- the promotion of good communication between parents and teachers to advance mutual understanding and co-operation;
- provision of volunteer services to support the activities of the school and the school community, including fund-raising activities

VISTPA had carried out and recognized that the objectives of VISPTA had broadened over the years. Activities carried out by VISPTA focused on the following:

- enhance community spirit of VIS by organizing as well as actively supporting school activities and social events;
- facilitate effective communication between all members and bodies of the VIS community;
- support new parents and teachers by providing information and guidance on VIS and Vienna as well as offering opportunities for social interaction with other members of the school community;
- provide volunteer services and organize fund raising activities for the school community;
- collect and represent, when requested, the opinion/position of members of PTA as well as highlight issues of common interest to other bodies of the VIS community.

The function of serving as a facilitator and a bridge between the different stakeholders and bodies/institutions of VIS was required in response to specific requests of individuals and/or bodies/institutions of VISA. Equally important was the promotion of community spirit within the school with the final aim to bring out the many positive aspects of VIS.

II. APPRECIATION OF SUPPORT

The VISPTA would like to express sincere thanks to several members of the community whose efforts are greatly appreciated:

Madeline Huidobro - Madeine has dedicated much of her time for a number of years in running both the Booster Club and organising the VIS NEWS publication.

Heather Hallett - for her continued support and assistance in organising the Summer and Winter Bazaars. Mrs Hallet is a former school parent and member of the PTA whose dedication in returning to help out the current PTA committee is greatly appreciated.

Marian Russell – who has been producing the Telephone Directory for more than 10 years.

III. COMMUNICATION

Good communication is essential in a school the size of the VIS. The VISPTA considers communication to be an integral part of its responsibilities and carries out the following activities to achieve this goal:

VIS NEWS published by the *NEWS* Editorial Board, which is coordinated by Madeline Huidobro. Three issues were published during the year 2007/08. As it is an important vehicle for communication, the VISPTA and the *NEWS* editorial team encourage parents and teachers to contribute articles to the *NEWS*. It is also possible to place advertisements for a small fee. The Board of Governors uses the VISPTA *NEWS* to communicate with the school community.

VIS Telephone Directory, which is coordinated by Marian Russell. Great effort is expended to publish this as early as possible in the school year. In the 2007/2008 school year the directory was distributed free of charge to the entire school community. Everybody's help in returning their permission slips and any new or changed contact details to the Registrar, Tina Lackner, is appreciated so that this valuable service can be continued.

IV. SOCIAL EVENTS

During the 2007-2008 school year, the PTA organised a number of events to promote community spirit within the school and/or raise funds for school projects. Some of the social events organised include:

Welcome Picnic
Winter Bazaar
Holiday Door Challenge
Bingo Event
Summer Bazaar
Parent Coffee Mornings

V. FUND RAISING ACTIVITIES

The main fund raising activities during the school year were:

The Sports Booster Club – organised by Madeleine Huidobro. This is an ongoing fundraising activity of the PTA. The booster club sells American-style snacks and refreshments at sports matches and school events to raise money for VIS Sports. It also has an essential function when the VIS is hosting tournaments in offering light meals (toasted sandwiches, hot dogs, fruit, drinks) to the visiting players. The Booster Club often needs volunteers, if you can help either regularly during the week or during school events or tournaments, please contact Madeleine Huidobro.

Summer and Winter Bazaars – these events are organised by the PTA with the assistance of Heather Hallett. They provide the school community with an opportunity to take part in a flea-market, as well as a social event with an international food hall in the dining room and various activities organised for children.

Bingo – this is more of a social event than a fund-raising activity that the younger children at the VIS love to participate in. Funds raised mostly just cover costs, but as the children love the excitement of the bingo, it is a very rewarding event for those who join in and an important event on the school calendar.

The PTA Shop used income that it received to restock towards the end of the year. Income from the sales of these products is not expected to flow through until the 2008-2009 school year.

VI FUND RAISING AND DONATIONS

Major funds raised during year:	Nett Amount Raised:
	(EUR)
Summer Bazaar	4,636.00
Winter Bazaar	2,545.00
Parent donation	2,000.00
Bingo	152.00
Total:	9,333.00

Major donations during year:	Amount:
Sports Dinner	2,150.00
Sports-related	1,650.00
Fashion workshop	740.00
Primary Library Storyteller	400.00
Fashion Gala	326.00
Staff Xmas Party drink donation	288.00
Sports Day refreshments	187.00
Coffee mornings	107.00
Da Chen Book Presentation	44.00
PTA Parent sports	57.00
Holiday Door Decoration challenge	4.00
Total:	5,953.00

The PTA is happy to accept requests for funding from the school community. Guidelines and an application form are available on request.

The PTA is also happy to assist in the organisation of events at the VIS. They have provided volunteers to assist with front of house refreshment sales for theatre productions and to assist with opening the Booster Club at sporting events. Please contact any member of the PTA should you require such support.

VII. 2008-2009 EXECUTIVE COMMITTEE

As announced by the Nominating Committee, the current status of Executive Committee membership is shown below:

The following members are remaining on the 2008/2009 Executive Committee:

Louise van der Geest	Jenny Mei
Jocelyn Blink	Linda Saurelius
Megan Schmidt	Lili Skornik
Christiane Haberbauer	Gisela Wieser
Helen Johnston	

The following member is due to stand for re-election to the committee:
Ms. Michelle Kay

The following members are standing for election to the committee:

Daisy Hurt	Vivienne Allain
Harb Salwa	Julie Gahrib
Himali Upadhya	Constance George
Irene Klasan	Tracy Linda Thomas
Marijke van Liemt	Elena Degen
Martina Nelson	Poonam Piatnik

The officers of the Executive Committee will be appointed by vote of the Executive Committee at its first meeting after the General Assembly.

Committee meetings held during the 2007-08 academic year: 11

The **Auditing Committee**, chaired by Mr. Manuel Ortega, is a subcommittee of the Executive Committee. Attached to the present report is the audited VISPTA Annual Financial Report 2007-08 covering the period 1 August 2007 - 31 July 2008 (see Annex I).

Elections to the auditing committee will be held at the Assembly.

The **Nominating Committee** was chaired by Ms. Diane Boal.

VIII. PLANS FOR 2008-2009

This year the VISPTA Executive Committee will meet 11 times to plan activities, review funding requests and discuss issues of importance regarding school and its community of people. We have planned the following activities:

2008	27 August	Primary New Parents Welcome Coffee Morning
	29 August	Secondary New Parents Welcome Coffee Morning
	5 September	All new parents Welcome Coffee Morning
	20 September	Welcome back Picnic
	1 October	PTA AGM
2009	22 November	Winter Bazaar
	12 January	New Parents Welcome Coffee
	January	Bingo Night
	13 June	Summer Bazaar

In addition, regular coffee mornings have been marked in the school calendar each month.

Plans are in place to have the telephone directory be made available on-line this year.

A PTA page on the school website will hold links to information about PTA activities.

Please note that the above dates may be subject to change in the event of unforeseen circumstances.

IX. CONTACTING THE PTA

A list of committee members and NEWS editorial staff is attached to this report.

Updated lists are published in the NEWS.

The PTA has a mail box in the Octagon (near the reception) and there is also a "PTA" tray in the reception.

Regular post addressed to the PTA at the VIS will also reach us.

X. A CALL FOR SUPPORT

The success of our activities and events depends on your support. If you are able to help in any way, whether for one hour a week or one hour per year, it will be greatly appreciated.

XI. THANKYOU!

The VISPTA would like to thank all members of the VIS community, parents (former and present), VIS staff and students who have supported PTA activities during the last school year. Without your assistance and/or attendance, these events and activities would no