

PAFA Executive Committee Meeting Minutes

April 11, 2019

9:30 AM

Present: Nina, Lisa, Lonna, Coco, Nitika, Renata, Jen, Haley, Milin, Carrie

Absent: Carolyne, Kristine

President's Report

- Recruitment for next year's PAFA Board
 - Events Team - 3 parents have volunteered;
 - LS reps - Jen and Carolyne will move to these roles;
 - Grades 11-12 rep – a parent has volunteered for this position
 - ECE reps—Haley and Milin (conditional) will stay on for next year but want to have ECE Events Team Committee (team of committed volunteers to help share the workload for planning ECE events); If no parents step forward may need to speak with Melanie to get an ECE staff member on board to help
- Heart to Heart Screen Free Night - Lidel donated the bingo set she purchased; this will be added to the H2H donation that PAFA will make; Bingo event was popular with LS students; whole week festivities made around RMB 140,000
- Parenting Course - for parents of children ages 1-10. Nina has helped with the arrangements for this course. Will plan to offer again next school year, one series of classes for parents of older children and one for parents of younger children, one per a semester. PAFA has been covering the cost of books for each parent. The workshop is free for parents.
- May PAFA meeting
 - Invite new board members to May 9th meeting, formal confirmation meeting; handover privately to successors
 - Plan to organize a lunch/activity before end of school year, consider escape room or bike tour (this is good way to promote PAFA Board as more social group)

Secretary's Report - Request for newsletter items

Treasurer's Report (see full report at end of minutes)

- Opening Balance RMB 181,466
- Total Funds Available RMB 180,838
- Charitable Donation from PAFA - Discussed amount to give to Heart to Heart (RMB 5,500), and options for other charities to support. Will need to check with school to see which charities are on the list of possible charities to support for future donations; NHS works with Shanghai Sunrise and PAFA will make RMB 3,000 donation to help with their CCF fundraising endeavor. Need to look at more ways to get students involved

ECE Report

- Heart to Heart - Plan visit with group of ECE parents April 25th
- Cultural Craft Fair - April 27th, 10-2
 - PAFA Board volunteers needed day of event, Haley will send out a list to sign up; Pre-sale will start week of April 15th; flyer will go home in ECE and LS student's backpacks, Passport 60 RMB pre-sale, 80 RMB day of event
 - Student volunteers - use Sign-up Genius on ManageBac
 - Nitika will help set up school's Alipay for day of event; Haley will use her WeChat day of event for payments, then reimburse ambassadors from WeChat funds collected
 - Food vendors—Vietnamese spring rolls; Eper Market—coffee/tea; SproutWorks (maybe ?), Paradiso Pizza, Cookie Dokie; would like to mix it up for vendors
- Art Auction - made RMB 107,750, Dan E./school will donate additional money to bring total to RMB 120,000, which will pay for 4 surgeries (RMB 30,000/surgery); pizza party planned for class with art that had the highest bid
- Chinese Culture Night - May 28th, this is a school event, ECE reps helping with food vendors and request help from Events team/PAFA, Nina will help with Chinese restaurant
- Mindfulness workshop - planned for ECE parents

Lower School Report

- Grade 5 Promotion Ceremony - plan T-shirt gift for students; Renata will bring T-shirt sample from her son; Design? From parents or students?
- LS Field Day - ice cream or drinks for all students
- Movie Night - check with LS Student Council
- Parenting Course - book costs will be covered by LS and ECE PAFA budgets
- Coffee Break April 24th, Cultural Diversity and Mathematics

Upper School Report

- MYP Week - Reps have spoken with Barclay about ways to spend PAFA money
- Essential Oils Workshop - April 22nd, flyer has gone out
- Coffee Morning - Digital Citizenship, Protecting your Digital Footprint
- Grade 10 MYP Ceremony, June 5th
- Farewell Assembly for Seniors, April 29th

- China trips for next year will run Sunday to Thursday, September 22-26, Friday, September 27 students return to school before October holiday begins;
- Career Day, grades 9-12, April 24th. Also, April 24th musician Peter Solomon, from Shanghai Orchestra, will do a special workshop. He will talk about his life as a professional musician and share the sound of the French Horn. Enjoy a special performance by him accompanied by the SCIS orchestra
- IB exams - May 3-24

Events Team Report

- H2H Clothing Drive - collection from April 22-26; sorting April 29th; Delivery April 30th to H2H
- Shanghai Color Run - considering a plan for a school family event with Pudong and Puxi SCIS campuses; will talk to Mr. E; Haley has contact at 247 Tickets and will give to Lisa; will check to see if possible to arrange a block of tickets for registration for families

Next Meeting—May 9th, 9:30 AM

See Treasurer's report below

PAFA Treasurer's Report, April 11, 2019

		Credit (+)	Debit (-)
	Opening Balance		
	PAFA Bank Account	170,537	
	Cashbox	10,929	
	Total	181,466	
	Transactions in Bank Account:		
ECE	Mindfulness class		1,800
	Closing balance	168,737	
	Transactions in Cashbox:		
	Market day vendor fees	1,500	
Misc.	Ambassador coffee bill (Feb CCF kickoff mtg)		328
	Closing balance	12,101	
	Total funds available: cash & bank	180,838	