

## **PAFA Executive Committee Meeting Minutes**

**February 21, 2019      9:30 AM**

**Present:** Nitika, Haley, Milin, Kristine, Nina, Carlyne, Lisa, Lidel, Lonna, Jen, Carrie, Bebe, Coco

**Guests:** Michael Barrs (9:45-10:00 AM)

### **President's Report**

- LS Rep Aimee has resigned due to health reasons; Bebe has volunteered to fill the co-rep spot
- CNY cookies—these were ordered separately by Haley
- Recruitment season for PAFA Board: According to the by-laws must post one month before the last PAFA general meeting which is April 8<sup>th</sup>. Will need to post in the March 8th bulletin. Staying on for next year: Lisa, Nitika, Lonna, Renata, Nina (will move to grade 9/10 rep). For Events two Chinese speaking parents have volunteered.
- Wills and Guardianship talk has been canceled—important topic but school/PAFA cannot host
- Parent led activities/clubs—TCM talk starts Feb. 25 (over 4 sessions); Essential oils; Shanghai walking tours and Mandarin classes may be of interest but depends on cost—Lisa is checking to see if we can get a competitive price. AquaGym cannot be held at school
- Speaker Will Richardson is scheduled for March 4th at 6 PM. This is open and free to all; invites sent out to other international schools; PAFA is sponsoring this talk by paying a part of the fees
- Reminder: PAFA is not a complaint board, we are a bridge, help guide parents to correct school administrator; focus is on PAFA issues

### **Heart to Heart Week Fundraising Week (Michael Barrs, LS PE Teacher)**

- H2H Week is March 25-29, 2019; Goal this year is RMB 120,000; Kick-Off, 3/25, 9 AM US Gym
- T-shirt design has been updated, new logos, RMB 100; both LS and US may now wear these shirts as PE shirt. Will increase the number ordered from last year
- Screen Free Night, March 27, starts at 5 PM—will need PAFA help this night to staff:
  - Welcome table at front with donation bucket RMB 50/person or RMB 200/family
  - Little Huia will sell alcohol and food at cost and donate profits to H2H. Need parent/teacher to oversee alcohol sales so no students purchase
  - 50/50 Raffle and prize raffle—PAFA help to sell tickets
  - Bingo—proposed to do for 1 hour at screen free night or on another night as a parent social. PAFA voted to do on screen free night as test pilot. If goes well could plan a bigger event later. Lidel has volunteered to coordinate the Bingo event (requires 2 parents). Will be held from 6:30-7:30 PM. Lidel will contact Muna from Geneva to see about using their Bingo equipment (SCIS PD has bingo equipment too). Taobao has the cards, Lidel will check on those. Sell per card; prizes, percent of pot each round using color coded cards. Can decide prizes later.
- Mini Music Concert, 3/27, 5:30-6:30 PM, rest of events from 7:30 PM
- Focus is to have the students take a more active role with this event. Want to be able to keep this event going in the future when Michael is no longer here. LS students will sell toys and donate money; US students will hold their Enterprise Bazaar and sell items.
- Event focus is to have kids and parents interacting together

- Events will occur in US and LS gyms, plaza, cafeteria, and courtyard. Parts of school will be blocked off that are not part of event
- Heart of Stars talent show, tentatively planned for April 12<sup>th</sup>; benefits H2H, put on by the SCIS and SAS Interact Clubs; could tie a Bingo Night into this night, parents play before talent show

### **Teacher Appreciation Week (March 11-15)**

- Monday—Bubble Tea Bar (7:30-10:30 AM), room temperature, 75% pearls, 25% milk tea, Sharon (a parent) will deliver at 7:30 AM to ECE and Main campuses. Will order a few extra, ECE 70 cups, MC 185 cups, cost RMB 6/cup. This will be held in café at MC, roll out red carpet, photos with props and SCIS logo and PAFA banner. Main campus will take photos of everyone and stream them on TV screen; ECE will put photos on stars—Wall of Stars. ECE will use Coordinator’s Room, Bldg. B and will have doTerra provide information about essential oils. ECE will hand out tickets on Monday so teachers can fill them in and return them for the Tuesday Lucky draw.
- Tuesday—ECE will have Popcorn Bar with trail mix type add-ins, 12-3:30 PM, Lucky draw at 3 PM, Subconscious Spa massages; Main campus gift distribution 8:30-10:00 AM (paperweight)
- Wednesday—Korean parents will provide appetizers (set of fried noodles, Korean biscuit, ginger tea) to ECE and Main Campus; ECE will have doTerra essential oil information and Mindfulness;
- Thursday—ECE, Mindfulness and Soup Bar, 11-2; Main campus, distribute lunch money and raffle tickets from 8:00-9:00 AM, teachers can buy lunch at Market Day and raffle drawing will be held
- Friday—Dessert Bar ECE and Main campuses, 7:45 AM to 3:30 PM
- WeChat groups will be created for both campuses so parents can sign up to volunteer time to help with preparations, time to help during the TAW, and to make soup and desserts.
- Paperweight gift—May engrave SCIS on bottom or use sticker, will check on cost

**Secretary’s Report**—Nothing to report

**Treasurer’s Report**— (see report at end of minutes)

- Opening balance RMB 207,590; Ending balance, total funds available RMB 201,989
- CNY expenses, budgeted RMB 2,500; spent RMB 2,049
- Nitika requested that receipts not be sent by WeChat; please take a snapshot of the receipt and email it to the PAFA treasurer email box as an attachment
- Continue to use the PAFA Funds Disbursement Request form for all money requests

### **ECE Report**

- Teacher gifts—Handbook states do not use class funds to buy teacher gifts; Historically class funds have been used to buy teacher gifts, many class reps let parents know when they collect the money at the beginning of the year it will be used for class parties and teacher gifts; parents need to agree that it is ok to use the money for this purpose. Most parents are happy to have the class gift come out of this fund. Teachers are happy because the rep can buy a gift tailored to the teacher’s needs/likes. May need to change the handbook or change how this is done
- Love and Logic Class open to ECE and LS parents. Had planned to hold on Main campus but will be held at ECE. Make sure LS parents have received flyer

- Charity Art Auction benefitting H2H, March 23<sup>rd</sup>, 7:00 PM, ECE Gym
  - Room for 100-120 guests
  - Quite a few sponsors, contacted around 90 (roughly RMB 70,000 so far)
  - Art work is at the framing place
  - Tickets on sale beginning in March, RMB 250/person, includes drinks, dinner, dessert, wine, Belgium beer
- Cultural Craft Fair, April 27<sup>th</sup>, 10 AM-2 PM, Budget RMB 15,000

### **Lower School Report**

- Coffee Break, February 27<sup>th</sup>, 9-10 AM, topic Mandarin classes; this is a time change due to Mandarin teachers' schedules
- Will Richardson talk, March 4<sup>th</sup>, 6 PM. Kevin is planning this event; PAFA sponsoring, divided by the 4 school divisions, USD 2,000 PAFA support
- TAW PAFA events schedule—Carrie will share with LS class reps so they can plan accordingly

### **Upper School Report**

- Grade 10 students are choosing classes for IB Diploma program
- Coffee Morning, February 27<sup>th</sup>, MYP Assessments, Grade 5 parents invited as important information for them
- TAW—would like to involve US students, have contacted leader of Student Council
- Orchestra will perform at Screen Free Night
- Senior Snack, Monday February 25<sup>th</sup>
- Mock exams for Seniors March 7<sup>th</sup>-March 21<sup>st</sup>
- Disney trip related to Math and Physics classes, March 21<sup>st</sup>
- TEDx Talks, March 17<sup>th</sup>, at the school theater—coordinated by Vice Principal Lennox Meldrum and lead student coordinator Annette. These are high school CAS projects. Must RSVP for event to attend, cap of 100 attendees, set by TEDx organization. Speakers are Faculty, Alumni, Upper School students; broadcast on YouTube channel
- TCM Workshop—Starts March 25<sup>th</sup>, 14 parents have signed up

**Next Meeting**—March 14, 2019, 9:30 AM; Market Day 11:00 AM

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## PAFA Treasurer's Report, February 21, 2019

	Opening Balance	Credit (+)	Debit (-)
	PAFA Bank Account	201,537	
	Cashbox	6,053	
	<b>Total</b>	<b>207,590</b>	
	<b>Transactions in Bank Account:</b>		
	Cash to cashbox for misc. expenses		10,000
	<b>Closing balance</b>	<b>191,537</b>	
	<b>Transactions in Cashbox:</b>		
ECE	Movie night- popcorn		72
US (G6-8)	Student led club (slime club)		500
	Transfer from SCIS Account	10,000	
CNY	Staff gifts, bought by Coco		557
CNY	Staff gifts, bought by Carlyne		1025
CNY	Staff gifts, bought by Haley		467
ECE	Parent coffee morning		150
US (G9-12)	Funding for TedX Youth		2830
	<b>Closing balance</b>	<b>10,452</b>	
	<b>Total funds available: cash &amp; bank</b>	<b>201,989</b>	