

PAFA Executive Committee Meeting Minutes

January 17, 2019 9:30 AM

(Meeting minutes taken by Nitika in Lonna's absence—Thanks Nitika!)

Attendees- Lisa, Nitika, Carolyne, Coco, Jen, Bebe, Carrie, Milin, Renata, Lidel, Kristine

Welcome and Discussion (Lisa)

- US rep grades 9-10--Lidel Freeman has joined the PAFA Board. Yolanda has repatriated
- Second semester: New students joined--74, exited--71
- Estate and Wills Talk- Discussion on having a talk organized at school for parents, Carrie spoke about coordinating with Lily (Dutch ambassador). A talk on this topic is being scheduled for Feb 18th. An SCIS parent (Shirani) who is working with a law firm will be hosting it along with her colleague. Proposed talk to be held same day and right after the QiGong Workshop in "lunch and learn" style- attendees can have their lunch/sandwich during the talk starting at 12 noon. (*This talk was later cancelled and will be arranged for another time).
- Community Center Shanghai—Lisa to meet their rep and discuss how they can better support the SCIS community. Members had a lot of ideas on how CCS can help newcomers settle in, including having a link to their website on the PAFA site, giving out CCS magazines to new parents on Orientation Day or including their flyer in the new parent welcome folder. Members feel that a CCS speaker could be invited to a parent coffee morning to give out more information about their programs. Kristine mentioned that the school would like PAFA to liaise with CCS

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

ECE Report

- Art auction—beginning preparations. Event is March 23 at ECE
- Cultural Craft Fair (CCF)-- too early to have Ambassador Meetings now, ECE reps will organize one later
- TAW- clarification on budget: there will be one central budget for both ECE and HQ, no separate allocations. Divisional schools fund will not be used for TAW

Lower School Report

- Coffee Break- Reps propose a parent trip to Mandarin class during which they can have a demo lesson. The idea is being discussed with Kevin
- Funding for art work framing--Reps are going to offer funding assistance to the Art teacher, if needed, for framing student's art work for an exhibition (this was done last year)
- G5 PYP Exhibition—Discussion about gifts
- Korean Community--Kevin would like PAFA to help facilitate more involvement with the Korean community. Korean parents may want to participate but may feel hindered by the language barrier. One way to support could be by having a parent translate at coffee mornings
- Facilitating parental support for students--Discussion with Kevin on how parents can better support their student academically. Some parents find it tricky to do since there are no conventional textbooks or printed material coming home, especially for Mathematics

Upper School

- Grades 6-8 (Renata)
 - Coffee Morning, Jan 23rd, on Time Management & a short preview on being a digital citizen

- Parent Club (open to all parents) starting from Feb 18 (4 sessions), TCM & Qi Gong. A small fee will be charged by the instructor
- Grades 9-12
 - Senior Dinner- each parent to sponsor a teacher, irrespective of whether their student attends the dinner with the teacher, in order to be fair to all US parents
 - Senior gifts and other activities--ongoing
 - Orchestra Audition is on

Events Team

- H2H donation box is in place on HQ campus, this will be an ongoing and continuous collection. Drop off point--US Building, lower level, by Lost & Found
- Plan to set up a volunteer program for parent volunteers to help at H2H, once a week after CNY break. Also, for students, through advisor Ian Cole
- CNY gifts: Coco to buy cookie boxes for the secretaries. PAFA will provide snacks for cleaners, maintenance, security, café, cafeteria, nurses and local office staff, amounting to a total of 164 people (HQ-153, ECE-11)
- CNY gifts to be distributed personally to secretaries by the school reps on Jan 30th
- SharePoint--Jen gave a demo on how to use SharePoint to save and upload PAFA documents. The objective is to have digital space to keep records as well as "how-to" documents which can help future PAFA EC members organize events
- Teacher Appreciation Week (TAW), March 11-15. Lisa proposed a schedule:
 - Monday- hot drinks at the cafe, PAFA funded
 - Tuesday- distribute gifts to teachers
 - Wednesday- Korean parents to fix appetizers and/or bagels and cream cheese by PAFA (TBD)
 - Thursday- Market Day: lunch envelope, 40 yuan per teacher
 - Friday- Dessert Bar
- The schedule will be shared with LS so they can organize their class activities different from these.
- Wear your teachers favorite color / cause
- Have students write notes to teachers in the morning at school, PAFA provides notelets
- "You are a Star"- red carpet for teachers/instant-photos/ digital photos streamed on the TVs in the lobbies
- Some ideas were discussed to get US students involved

*See Treasurer's Report below

Next meeting: February 21, 2019, 9:30 AM

PAFA Treasurer's Report Jan 17, 2019

Opening Balance	Credit (+)	Debit (-)
PAFA Bank Account	213,787	
Cashbox	3,402	
Total	217,189	
Transactions in Bank Account:		
Cash to cashbox for misc. expenses		10,000
ECE- Fee transfer for mindfulness workshop (Lorna Jutton)		2,250
Closing balance	201,537	
Transactions in Cashbox:		
Market Day-vendor fees	1,200	
Transfer from SCIS Account	10,000	
ECE Mindfulness workshop catering		600
ECE Movie Night- movies		82
US Parenting books		445
IFF receipt from Swedish team	370	
ECE Essential Oils workshop		312
US MYP Grade8 field trip to Cages		7,500
Disposable cutlery (IFF extra) sold to Carrie	20	
Closing balance	6,053	
Total funds available: cash & bank	207,590	

