

## PAFA Executive Committee Meeting Minutes

December 6, 2018 10:30 AM

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

### Welcome & Miscellaneous Items

- **Online Storage**—Request was approved; Space is unlimited; All PAFA Board members will have access. Jen will be administrator and will provide a “how to” presentation
- **New Family’s Orientation January**—Mr. E still gathering information; US 10 new students; ECE 17 new families; start of 2<sup>nd</sup> semester January 7
  - Kevin has requested LS PAFA Reps to be at school on January 7 at 8 AM
  - ECE plans a coffee morning with PAFA Reps with tech topics
- **Joint PX/PD Parent Social/Boat Cruise** was being considered for April 2019; this event has been tabled for now; may consider in the fall of 2019
- **Estates and Wills Talk**—Dutch Ambassador, Lily, has requested to set up a talk on this topic for parents. Discuss legal temporary custody issues if something happens to both parents of a minor child while residing in China; this would be PAFA run. A talk was done for the Dutch community by a Dutch attorney from the Consulate; possibly an attorney from Hong Kong could do a talk; Aimee will contact Lily to get bio of the presenter
- **Grade 9/10 Representative**—Yolanda has approached several parents to take over her rep position, no takers; Need to find a parent of a grade 9/10 student to fill position; will put notice in the newsletters and in chat groups. Email PAFA secretary with intent to serve.
- **Communitas Magazine**—Mikael would like to see an article about a PAFA event in each magazine

**Secretary Report**—Nothing to Report

### Treasurer Report—Budget discussion at end of meeting

- **Cash Requests**—All requests require 2 signatures, one of which is Nitika’s; let Nitika know ahead of time when making a request so she can prepare cash ahead of time.
- **Audit**—There will be an end-of-year audit so need to keep copies of all requests and receipts
- **Cash for ECE**—Milin requested if there could be cash available at ECE; cash could be sent by courier/shuttle bus
- **Funding Requests**—Reps can decide amongst yourselves for divisional requests. Only needed Board approval before budget was done

### ECE Report

- **Mindfulness Workshop**—22 attendees
- **Essential Oils Workshop**—14 attendees, was done in English but can get a translator; this workshop was done by the only do Terra certified coach in Asia; Melanie has requested a repeat of both sessions for teachers during Teacher Appreciation Week
- **Coffee Morning Jan. 26, 2019**—See Saw Training and Parental Interaction with Kids and I-Pads

## LS Report

- **Coffee Break**—Topic See Saw; January topic, Mandarin program in school with classroom visits to Mandarin classes
- **New Family Orientation Jan. 7**—Not sure of number of new students
- **Illustrator Visit**—One of his scheduled days was a day of the Expo break; Kevin is considering requesting him to create a coloring book about SCIS

## US Report

- **Grades 6-8**
  - **Cash Request for all of Grade 8**—for a Cages outing
  - **Parents Sharing Knowledge**—Workshop on TCM, Chinese Medicine, Chi Gong, Chinese herbs, will plan for after Chinese New Year; done in 4 sessions; will charge small fee, RMB 200 for the 4 sessions
- **Grades 9-12**
  - **Wellness Week**—Dr. Paul Wang spoke about Healthy Relationships with Your Child
  - **US Orchestra**—will perform at Farewell Assembly Dec. 14
  - **Summer Camp Program Fair**—Universities were on hand to discuss their summer programs open to grade 9-12 students
  - **College Talk**—Study in the UK

## Events Team Report

- **Heart to Heart Clothing and Toy Drive**—volunteers helped sort all the items; 50 boxes were delivered; volunteers were happy to visit the hospital
- **Heart to Heart Volunteers**--Want to organize sometimes for students and teachers to visit; volunteers must be over 16 yrs. Old; help with tasks like cleaning the playroom, sewing, sorting clothes and supplies which are taken to poor villages and school 4 times/year
- **Michael Barrs and Heart to Heart**—this year will be March 25-28<sup>th</sup>; plan a T-shirt drive, possible screen free evening; H2H donations
- Mr. E interested in Bingo Nights or Trivia Night for school events
- **CNY gifts for staff**—budget is RMB 2,500, kitchen staff and bus staff are not school employees, contracted through catering company and bus company

## Kristine/Administration

- Cafeteria visits for parents are done. If any further concerns speak with Brian at HQ or Mandy at ECE or respective principals

**IFF**—Lisa met with Mr. E regarding IFF

- Increase budget by RMB 5,000 for total of RMB 35,000 for next year, taking in account for increased costs
- PAFA Board falls under SCIS umbrella, we need to be accountable for all expenditures; transparent, accountable paper trail of everything; written record of all expenses
- Pre-plan a budget; minimize uncertainties

- Board voted regarding the excess spending on IFF, post humorously, budget exceeded by 40%; majority approval

**By-Laws Discussion—Lisa**—Discussed revisions and administrative changes that were done to bring the by-laws up to date

**Budget—Nitika**—Budget for 2018-2019 PAFA Board (see approved budget below)—unanimous vote to approve

**Next Meeting**—January 17, 2019, 9:30-11 AM

### Divisional schools' budget

ECE	37,688
LS	37,688
US 6-8	27,688
US 9-12	47,688

### Budget SY 2018-19

BudgetSY2018-19

INCOME		
Balance brought fwd from last year	56,879	actual
Back-to-school BBC	2,985	actual
IFF 2018	204,028	actual
Cultural Craft Fair	15,000	estimate
Market Day vendors (1050*7)	7,350	estimate
Lemonade sale at HQ & ECE	5,892	actual
End of Year Party	5,000	estimate
Miscellaneous		
<b>TOTAL</b>	<b>297,134</b>	

EXPENSE		
Cash budgeted for next IFF	35000	assumption
Funds reserved for next SY (as per by-law)	15000	assumption
IFF 2018	42406	actual
Cultural Craft Fair	15000	estimate
Charity & community project(s)	8000	estimate
End of Year Party	5000	estimate
Divisional School spending	150,753	
Teacher Appreciation Week	15000	estimate
Chinese New Year gifts to staff	2500	estimate
Parent social1-Puxi	2242	actual
Parent social2- Puxi & Pudong	0	
Misc incurred (PAFA banners, ambassador coffee)	1233	actual
Misc budgeted	5000	estimate
<b>TOTAL</b>	<b>297,134</b>	