

## **PAFA Executive Committee Meeting Minutes**

**March 14, 2019            9:30 AM**

**Present:** Nitika, Lisa, Lonna, Haley, Nina, Renata, Jen, Carlyne, Bebe, Kristine

**Absent:** Lidel, Milin, Coco, Carrie

### **President's Report**

- Lidel has moved to Events Team; Bebe has taken a full-time job so cannot be on PAFA next year, she will continue as LS co-rep with Carrie until end of this school year; Haley most likely leaving at end of year
- Recruitment-- ECE needs at least 2 reps; LS needs 1-2 reps, Grades 11-12 need 1 rep. Would like to recruit a/some Korean parents
- New PAFA EC members will be invited to join April and May meetings
- Additional TAW gifts—ordered additional paperweights as gifts for support staff and PAFA EC team

**Secretary's Report:** Requested list of sponsors from TAW so a thank you can be included in newsletters

### **Treasurer's Report (See full report at end of minutes)**

- Total monthly starting amount    RMB 201,989
- Monthly ending balance            RMB 181,466

### **ECE Report**

- Art Auction March 23 at 7 PM; Entertainment not decided, everything else ready; lots of great donations such as hotel and restaurant vouchers, Insider's Experience; Jen and Lonna will help with this event
- ECE reps always at ECE. The large time commitment makes it hard to recruit new reps; may need a separate Events Team for ECE or PAFA Events Team to help more with ECE events
- Sponsor Insider's (jeep and sidecar tours) is offering to hold a special event group tour for our school at a reduced cost

### **Lower School Report**

- Coffee Morning, March 28, follow up discussion from Will Richardson talk
- Mindfulness introduction workshop-- free info session on main campus April 11<sup>th</sup>, offered by external provider; may consider an 8-week workshop series

### **Upper School Report**

- TCM/Qigong workshop series last session March 18; plan Essential Oils workshop after spring break (DoTerra and SCIS parent apprentice); possible Zumba to be offered by a parent but need to find a space
- US Reps will talk with Barclay about spending US money; want to get student groups/teachers to submit requests
- Coffee Morning, March 26, Digital Programs and Monitoring in our School

**Events Team Report**

- Teacher Appreciation Week (TAW)
  - Dessert Bar—LS Conference Room for early drop off on Thursday; from 2:30 onwards can set up in the HUB; Plates/utensils for desserts—cafeteria will provide some and will use cardboard containers/paper sleeves/plastic utensils left from IFF. Will ask teachers to bring own boxes so they can take leftovers at end of day. Principals can put message out in teacher chats
  - Very positive feedback from faculty/staff regarding TAW activities
  - Some teachers asked if PAFA could space out TAW activities throughout the school year, rather than one whole week all together; board feels it would be harder to organize/mobilize volunteers, contributions and support if events are spread out
  - Total spending on TAW RMB 11,740, well under budget of RMB 15,000
- H2H Toys and Clothes Drive after spring break
- PAFA to help with H2H Screen-free Night, March 27<sup>th</sup>. Carolynne will send out WeChat sign-up; Bingo games—parents only

**Next Meeting**—April 11<sup>th</sup>, 9:30 AM, followed by General Meeting at 11 AM and Market Day

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**PAFA Treasurer’s Report, March 14, 2019**

	<b>Opening Balance</b>	<b>Credit (+)</b>	<b>Debit (-)</b>
	PAFA Bank Account	191,537	
	Cashbox	10,452	
	<b>Total</b>	<b>201,989</b>	
	<b>Transactions in Bank Account:</b>		
	Cash to cashbox for TAW & misc. expenses		21,000
	<b>Closing balance</b>	170,537	
	<b>Transactions in Cashbox:</b>		

US (G9-12)	Funding for TedX Youth		1200
US (G6-8)	Battle of books		3480
ECE	Art auction- envelopes		270
Misc.	Flowers and gift for Aimee Spahr		333
	Transfer from SCIS Account-for TAW & misc	21,000	
1/4 per school	Honorarium to Speaker (Will Richardson)		3500
TAW	ECE funding-lunch and/ or other spending		1650
TAW	ECE pop corn, photo frames etc		380
TAW	HQ- lunch money for teachers		4050
TAW	Gifts- crystal paper weight		3375
TAW	Red carpet		83
TAW	Pearl tea		1530
TAW	Banner		590
TAW	Photo props		82
	<b>Closing balance</b>	<b>10,929</b>	
	<b>Total funds available: cash &amp; bank</b>	<b>181,466</b>	

\*Total TAW expenses so far: 11,740