

PAFA Executive Committee Meeting Minutes

May 9, 2019 9:30 AM

Present: Lisa, Jen, Kristine, Lonna, Milin, Haley, Nina, Nitika, Carlyne

Absent: Renata, Bebe, Carrie, Coco, Michelle (new for Events), Lidel

New members present: Julie (grades 11-12 rep); Jenny (Events), Cindy (Events)

Introduction to PAFA:

- Not a governing body; do not make curriculum or disciplinary decisions
- Help with connecting people with staff or administration
- Social, community-building group

President's Report

- Country Ambassadors – Lisa will check with the ambassadors to see who is staying on for next year, and if not, encourage finding a replacement within the group
- Events Calendar for next school year- Lisa will be working on PAFA Events Calendar for next year in the next few days
- Shanghai Sunrise charitable donation – Lisa will go to a meeting and make the RMB 3,000 donation from PAFA.
- Board meeting days – Would like to have board members that can, stay and have lunch, as a group, at Market Day
- PAFA Board Outing – Activity and Lunch, June 11, Escape Room and Lunch
- SCIS is not for sale – This has been a rumor and it is not true. If this comes up, please inform people the school is not being sold/not changing ownership.

Secretary's Report

- Lisa explained the secretary's role in writing up meeting minutes and compiling the PAFA information for the weekly school newsletters and sending it to the principals.
- Newsletter items need to be sent to the secretary by Wednesday/Thursday each week so they can be put in the Friday newsletters.

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

- Opening Balance 180,838
- Closing Balance 160,809
- Need to keep RMB 50,000 in reserve for next school year's IFF expenses
- All funding requests need to be submitted by the end of May.
- Keep in mind: It usually takes a week to get money from the bank but, it can take longer when there are public holidays.

Event's Team Report

- H2H Spring Clothing Drive – 50 boxes of clothing; school donated books, some of which were textbooks. H2H can use story books, not English textbooks. Suggestion for next Clothing/Toy

Drive is to put out labeled donation boxes so that as people bring items, they can self-sort them into empty boxes

- Lost and Found – The area was tidied up and items were laid out for pick-up. Many items are not labeled with student names. The school boxes up the items and keeps them for one semester, then the items have been thrown out in the past. Explore if possible, to have students (gr 6-8) take over as part of club or sell uniforms for small amount as fundraiser.
- End-of-Year Picnic – May 25, 4-7 PM, this is the same day as High School Prom
 - Tents – Santa Fe Relocation Company will provide for RMB 3,500: tents, bouncy castle, and benches and tables; SCIS also has 20 tents
 - Alcohol Sales – PAFA will sell beer and wine; will purchase from vendors so that PAFA does not need to order or stock left overs. Linda from Little Huia will give PAFA whole sale prices on beer/wine and she will take back left overs.
 - Food - Will have a variety for purchase from our usual vendors.
 - Attendance – This event historically has lower attendance than the back-to-school BBQ and IFF
- Color Run – School Family Fun Day Event which PAFA is supporting; June 1st; school is providing breakfast, round trip bus transportation and spirit wear. Registration is through the school divisional secretaries
- PAFA Closet Clean-Up – consider a date; hard to know what to keep; part of closet has ambassador’s country bins
- First event of new school year – Newcomer’s Orientation, August 12
 - Vendors will not be invited to participate; the orientation’s focus will be on the school
 - ECE reps do not do the Newcomer’s Day, parents have individual times to meet with teachers. Back-to-school Night is a bigger event and ECE reps will be there for this event

ECE Report

- Reps met with Melanie regarding planning/events for next year
- Cultural Craft Fair was a big success; will have luncheon on May 16 to thank ambassadors and PAFA volunteers
- Author visit for next year – ECE librarian has requested funds for an author visit, Rosemary Wells, author of Max and Ruby books will visit
- Chinese Cultural Day, this is an ECE event, not PAFA, but PAFA sponsoring Chinese buffet
- Art Auction – Pizza Party for the room with the art that had the highest bid
- ECE Events Team – New team for next year, 5 people have volunteered (one is a designer and can help with flyers). The team is welcome to come to PAFA Board meeting but not obligated

Lower School Report

- Still have RMB 30,000 remaining in funding for the year. Plan to donate RMB 10,000 to grade 5 PYP celebration (cake, gift – T-shirt); Gift for grades 1-4 will be a swim bag; Field Day grades 1-4 will provide a sorbet stick (this event held over 3 days, different grade each day)

Upper School Report

- Coffee Morning – Transitioning tips for Repatriation

- Parenting Course – Good feedback from parents
- MYP Week – May 13-17, grades 6-10
- Job Shadow – Grade 10 students
- Prom May 25, Courtyard by Marriott
- Senior Dinner – May 27
- Senior graduation – May 31
- MYP Celebration – June 5

Miscellaneous items

- Essential Oils Workshop was a bit commercial; in the future will try to provide information about a topic and not have a specific brand attached.
 - June 11 – PAFA outing/lunch
 - Gifts – Flowers and coffee for Candy; Flowers for Renee; Rex at ECE, reps will get a gift
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See below for May and June Treasurer's Reports, and Closing documents

PAFA Treasurer's Report, May 9 2019

	Opening Balance	Credit (+)	Debit (-)
	PAFA Bank Account	168,737	
	Cashbox	12,101	
	Total	180,838	
	Transactions in Bank Account:		
	Cash to cashbox for misc. expenses		15,000
	PAFA contribution to charity- Heart to Heart		5,500
	CCF income via Alipay	3,260	
	US funding request- MYP completion G10		10,000
	Closing balance	141,497	
	Transactions in Cash Box:		
	Transfer from SCIS Account	15,000	
US (G9-12)	Funding for TedX Youth- reimbursement		73
US (G9-12)	Battle of books		500
US (G6-8)	Orchestra Music folder		1455
US (G9-12)	Senior snack, paper plates etc		437
	Market Day-vendor fees	1,350	
US (G6-8)	No bake club		500
US (G9-12)	Senior dinner-wine		1800
	PAFA donation to charity-Shanghai Sunrise		3000
	CCF passports and envelopes		1374
	Closing balance	19,312	
	Total funds available: cash & bank	160,809	

CCF 2019 Financial Report (to be annexed to May 2019 Treasurer's Report)

CCF Income	CNY amount
Pre-Sale Passports ECE (134@60 yuan)	CN¥ 8,040.00
Pre-Sale Passports LS (45@60 yuan)	CN¥ 2,700.00
Event Day Passports Alipay (41@80 yuan)	CN¥ 3,280.00
Event Day Passports Cash (23@80 yuan)	CN¥ 1,840.00
Total	CN¥ 15,860.00
CCF Expenses	
Reimbursement- Netherlands	CN¥ 1,236.00
Reimbursement-Japan	CN¥ 567.00
Reimbursement-Italy	CN¥ 699.00
Reimbursement-India	CN¥ 900.00
Reimbursement-France	CN¥ 1,370.00
Reimbursement-SEA	CN¥ 1,328.00
Reimbursement-China	CN¥ 2,555.00
Reimbursement-Korea	CN¥ 1,886.00
Reimbursement-USA	CN¥ 419.00
Reimbursement-NHS	CN¥ 44.00
200 paper bags	CN¥ 201.00
stamps (Japan, India)	CN¥ 35.60
Forks and paint (Milin for France)	CN¥ 29.00
transportation of boxes and tents	CN¥ 174.00
200 Passports (paid from cashbox)	CN¥ 714.00
200 envelopes (paid from cashbox)	CN¥ 660.00
Alipay/ bank charges	CN¥ 19.68
Ambassador thank you lunch	CN¥ 720.00
Total	CN¥ 13,557.28
Surplus	CN¥ 2,302.72
cash shortfall	CN¥ 50.00
Adjusted Surplus	CN¥ 2,252.72

PAFA Treasurer's Report, June 16 2019

	Opening Balance	Debit (-)	Credit (+)
	PAFA Bank Account		141,497
	Cashbox		19,312
	Total		160,809
	Transactions in Bank Account:		
	Cash to cashbox for misc. expenses	85,000	
	LS-transfer to Carrie for gifts (swim bags G1-4)	13,510	
	EOY Picnic- tent rental	3,710	
	EOY Picnic- income via Alipay		9,348
	ECE- internal transfer for camera purchase	6,199	
	Closing balance		42,426

Continued Below

	Transactions in Cash Box	Debit (-)	Credit (+)
CCF	CCF cash income		1086
US (G9-12)	Seniors gift	7500	
ECE	Pizza party	1510	
ECE	Popcorn	71	
CCF	Ambassadors thank you lunch	720	
US (G6-8)	T-shirts for HQ games (co-funded)	2000	
	Market Day-vendor fees		1350
Misc.	New cashboxes	193	
	Transfer from SCIS Account		40000
ECE	Chinese culture buffet	10000	
LS	Field day ice cream	3680	
Misc	Bus rental for H2H clothes drive	538	
US (G9-12)	Prom venue (co-funded)	10000	
Misc	Starbucks card for Candy	200	
LS	Passport Club-stampers, postage stamps	200	
LS	Passport Club-knowledge rewards	320	
LS	Passport Club-presents	597	
LS	Passport Club-certificates	179	
US (G9-12)	Senior snack, paper plates	363	
US (G9-12)	Senior dinner decoration	5000	
ECE	Parenting course books	145	
LS	Parenting course books	145	
LS	Cupcakes, cake for G5 exhibition	3940	
Misc	Flowers for Candy, Renee, Munyee	300	

LS	IMPAC catering	1050	
ECE	Field day popsicles	198	
ECE	Gift for Rex's baby	500	
ECE	H2H patients gifts-adjusted amount	237	
EOY picnic	Cash income- drinks		4120
Misc	PAFA team building event & lunch	3000	
	Transfer from SCIS Account		45000
EOY picnic	Alcohol bill	9400	
US (G6-8)	Math Count party	500	
US (G6-12)	End of school year breakfast	2500	
US (G9-12)	Senior dinner decoration- extra money returned		803
LS	PYPx t-shirts	3977	
US	Kindles gifted to library	13885	
ECE	Polaroid camera & film	1000	
LS	Parent appreciation coffee	220	
LS	Passport club supplies for next year (passports)	1437	
US (G6-8)	Smoothie Club	403	
US (G6-8)	Smoothie Club	385	
ECE	Book repair kit	6400	
	Misc. School Funding-need paperwork	912	
	Closing Balance		18066
	total funds available: cash+bank		60,492

Divisional School Spending as of June 16, 2019

	Item	Name	Amount	
Name:			Subtotal:	
ECE			37688	
	ECE- Fee transfer for mindfulness workshop (Lorna Jutton)	ECE	2250	
	Halloween fund	ECE	5000	
	ECE Mindfulness workshop catering	ECE	600	
	ECE Movie Night- movies	ECE	82	
	ECE Movie Night- popcorn	ECE	72	
	ECE Essential Oils workshop catering	ECE	312	
	Parent coffee morning	ECE	150	
	Mindfulness class during TAW week	ECE	1800	
	Art auction, envelopes	ECE	270	
	Guest speaker, W Richardson	ECE	875	
	Pizza Party	ECE	1510	
	popcorn	ECE	71	
	Chinese culture buffet	ECE	10000	
	Parenting course books	ECE	145	
	Field day popsicles	ECE	198	
	Gift- Rex baby	ECE	500	
	H2H patients gifts (adjusted amount)	ECE	237	
	Polaroid camera & film	ECE	1000	
	Camera	ECE	6199	
	Book repair machine	ECE	6400	
	BALANCE	ECE	17	
LS			37688	
	Passport Club (folders, labels)	LS	277	
	LS author visit	LS	7000	
	Guest speaker, W Richardson	LS	875	

	Field day ice cream	LS	3680	
	Passport Club (stampers, postage stamps)	LS	200	
	Passport Club (knowledge rewards)	LS	320	
	Passport Club (presents)	LS	597	
	Passport Club (certificates)	LS	179	
	G1-4 gifts	LS	13510	
	Parenting course books	LS	145	
	G5 graduation-cake/ cupcake	LS	3940	
	IMPAC catering	LS	1050	
	PYPx t-shirts	LS	3977	
	PPC passports and stamps	LS	1437	
	Parent appreciation coffee	LS	220	
	BALANCE	LS	281	
		LS		
US 6-8			27688	
	Parenting course books	US 6-8	445	
	US MYP Grade8 field trip to Cages	US 6-8	7500	
	Student led club (slime club)	US 6-8	500	
	Battle of books	US 6-8	3480	
	Guest speaker, W Richardson	US 6-8	875	
	Orchestra music folder	US 6-8	1455	
	Student led club-No bake club	US 6-8	500	
	T-shirts for HQ games	US 6-8	2000	
	Math Count party	US 6-8	500	
	Breakfast-end of school year	US 6-8	1250	
	Student led club-smoothie blenders	US 6-8	403	
	Student led club-smoothie ingredients	US 6-8	385	
	Kindles	US 6-8	7476	
	BALANCE	US 6-8	919	
US 9-12			47688	
	Funding for TedX Youth	US 9-12	4103	

	Guest speaker, W Richardson	US 9-12	875	
	Battle of books	US 9-12	500	
	Senior snack (paper plates etc)	US 9-12	437	
	Senior dinner-wine	US 9-12	1800	
	MYP completion, G10 hoodies	US 9-12	10000	
	Seniors gift	US 9-12	7500	
	Prom venue	US 9-12	10000	
	Senior snack (paper plates)	US 9-12	363	
	Senior dinner- decoration	US 9-12	4197	
	Kindles	US 9-12	6408	
	Breakfast-end of school year	US 9-12	1250	
	BALANCE	US 9-12	255	
			0	

Divisional schools budget 2018-19				
	ECE	37,688		
	LS	37,688		
	US 6-8	27,688		
	US 9-12	47,688		

SCIS Hongqiao closing financials for SY2018-19

INCOME	<i>budgeted*</i>		<i>actual</i>
Balance brought fwd from last year	56879		56879
Back-to-school BBQ	2985		2985
IFF 2018	204028		204028
Cultural Craft Fair	15000		15860
Market Day vendors	7350		8550
Lemonade sale at HQ & ECE	5892		5892
End of Year Picnic	5000		13468
Miscellaneous			
TOTAL	297134		307662
EXPENSE			
Cash budgeted for next IFF	35000		35000
Funds reserved for next SY (as per by-law)	15000		15000
IFF 2018	42406 #		42406
Cultural Craft Fair	15000		13608
Charity & community project(s)	8000		8500
End of Year Picnic	5000		13110
Divisional School spending	150753		149280
Teacher Appreciation Week	15000		11740
Chinese New Year gifts to staff	2500		2049
Parent social- Puxi	2242		2242
Proposed Parent social2- Puxi & Pudong	0		0
Misc incurred (PAFA banners, coffee meet)	1233		1233
Misc budgeted	5000		4892
TOTAL	297134		299060

Total Cash and bank balance carried forward to SY 2019-20: 60,492.

**budgeted: certain figures may be the same as actual, since the budget was decided in December after the IFF, by which time the actual nos. for these categories were already available*

#The given budget for IFF expenses was 30,000. The higher expense fig. was approved by special resolution of the PAFA EC on December 6th, 2018

