

PAFA Executive Committee Meeting Minutes

November 8, 2018 9:30 AM

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

President's Report:

- **School Portal**—Storage space for photos; training manual and information source for future boards. David is looking into this and will provide a link to PAFA to make it accessible to board members
- **December Board Meeting (Dec. 6)**—Will need to have a December meeting to do budget planning for 2018-2019. Plan to meet at 10 AM at Lisa's place for a board meeting and a potluck (pot bless) lunch—everyone will bring a dish to share. Lisa will send out a signup sheet.
- **January New Family Orientation**—School reps will check with their principals regarding the number of new families starting at SCIS in January. Need to determine the involvement PAFA will have in the orientations.
- **Chinese New Year gifts for local staff**—Haley will check with Rex about local staff numbers at ECE; Carlyne will check local staff numbers at HQ main campus. Discussed options for gifts—Carlyne mentioned the small "moon cakes" we had for the parent social being a nice gift;

Events Team Report:

- **River Boat Cruise**—there has been discussion with Mr. E and the Pudong PAFA President of doing a joint event boat cruise parent social. Possible dates are March 28th or 29th (right before spring break) or April 18th or 19th. This was priced at RMB 8,000 for 2 hours and 150 people which includes 1-hour dock time and 1-hour of cruising, no food or drinks. To fund this event would charge RMB 80-100/person for parents to attend. Still working out the details about food and drinks, and the possibility for school to help fund some of this event. This would be the first PAFA event with Pudong. Nina has a contact for the River Boat Cruise which would be for 2.5 hours with food at a potentially less expensive fee. Nina will check on this option.

Secretary's Report—Just a reminder to send the weekly newsletter items

Treasurer's Report (See attached report at end of the minutes)

IFF 2018

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|----------|-------------|
| Revenue | RMB 204,028 |
| Expenses | RMB 42,406 |
| Income | RMB 161,622 |

IFF 2017 Comparison (which had a date change at the last minute to a week later)

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|----------|-------------|
| Revenue | RMB 155,385 |
| Expenses | RMB 30,626 |
| Income | RMB 124,759 |

Expenses as a percent of income between the two IFFs:

2017: 19.7% 2018: 20.8%

Alcohol expenses were up this year. There was a French wine sponsor that provided the wine at cost. He provided staff to serve and educate people about the wine. He brought actual glass wine stemware. Wine was well received. May need to consider higher price point for selling French wine if we use this sponsor next year. Price of RMB 40/glass this year.

Waste reduction—huge amount of trash generated by IFF; board proposed having a re-usable cup that could be purchased and used for beverages.

IFF is the biggest event and a community builder. Events Team wants to try new things.

The budget for IFF was set at RMB 30,000. This year the expenses were RMB 42,406. Discussed that some costs have increased: printing this year was RMB 4,516 vs. last year RMB 3,380; table rental this year was RMB 4,100 vs. last year RMB 3,340. Proposed raising the IFF budget for next year 25-30%. Events team mentioned that some items purchased this year are re-usable such as banners. Events would like to keep budget at RMB 30,000. Discussed possibility of Contingency Fund—this amount still needs to be set aside in the budget. Lisa to speak with Mr. E whether to increase overall IFF budget for next year, or to set aside a contingency fund, in addition to an IFF budget.

Board discussed that exceeding the budgeted amount for IFF needs to be brought before the board for approval. Need to be fair to school reps because they must keep within their budgeted amounts.

Shanghai Daily did a write up of the IFF event in the October 30th newspaper.

ECE Report

- Halloween Party well attended event that was enjoyed by parents and students.
- Movie Night planned with Paradiso Pizza
- Mindfulness workshop November 19th catered by the cafeteria
- Thanksgiving Lunch Sharing spread over 4 days (different grades each day). Parents are invited to come have lunch with their child.

Lower School Report

- Illustrator was scheduled for November 2nd and 5th. This event was funded by splitting the cost between LS and PAFA. Unfortunately, the 5th was a mandatory “no school” day due to the Expo. The dates could not be changed. The illustrator spent time in classrooms on the 2nd. It was discussed that possibly the illustrator could paint a mural on the wall on the 5th.
- Coffee Break on November 28th—Tech and Children, See Saw and ManageBac.

Upper School Report

- Coffee morning topics—Reps asked for input from parents through WeChat. Some possible topics requested were Service as Action and Mother Tongue Languages.
- Parent Social Clubs—the parent that had taken responsibility for organizing has backed out; considering Tai Chi class with a small fee
- US Concert November 15th—First time the orchestra will perform
- Grade 12 luncheon in the Plaza put on by senior parents
- Coffee Morning November 21st, 10 AM, How to Have Healthy Relationships with your Child, speaker Dr. Paul Wang. This is during Wellness Week, November 19th-23rd
- Yolanda, grades 9-10 rep, will be here until February

Next meeting December 6, 2018, 10 AM at Lisa’s home. Plan budget discussion.

PAFA Treasurer’s Report, Nov 8 2018

| Opening Balance | Credit (+) | Debit (-) |
|---|-------------------|------------------|
| PAFA Bank Account | 31,514 | |
| Cashbox | 27,985 | |
| Total | 59,500 | |
| Transactions in Bank Account: | | |
| Cash to cashbox for IFF & misc. | | 10,000 |
| IFF cash income- presale of tickets | 58,600 | |
| IFF cash income- tickets/ raffle/ drinks | 61,821 | |
| IFF Alipay income- tickets/ sponsorships/ raffle/drinks | 38,089 | |
| IFF WeChat income (net of expenses paid, ref Annexure1) | 32,562 | |
| IFF income -tickets paid for by Admissions | 1,200 | |
| Closing balance | 213,787 | |
| Transactions in Cashbox: | | |
| Market Day-vendor fees | 1,050 | |
| Coffee bill for Ambassadors | | 273 |

PAFA Treasurer's Report, Nov 8 2018

| Opening Balance | Credit (+) | Debit (-) |
|--|-------------------|------------------|
| Transfer from SCIS Account | 10,000 | |
| IFF Advance to Events Team-for supplies | | 5,000 |
| IFF Tickets | | 2,480 |
| IFF posters | | 2,076 |
| IFF ice (incl. market day ice) | | 480 |
| IFF- change given out to alcohol & raffle booths | | 1,500 |
| IFF table rental | | 4,100 |
| IFF sundry cash found | 30 | |
| IFF- extra lunch money returned (Ambassador lunch) | 100 | |
| IFF- extra tableware returned | 253 | |
| IFF- extra drinks sold to Jen | 407 | |
| IFF- tableware for Korea booth, reimbursed | | 208 |
| IFF- alcohol & drinks bill for PAFA booth | | 9,560 |
| IFF- German beer kegs | | 3,520 |
| IFF- gifts for Candy & Renee | | 226 |
| LS author visit | | 7,000 |
| Closing balance | 3,402 | |
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| Total funds available: cash & bank | 217,189 | |
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Annexure 1- Wechat account

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| WeChat inflow | 45,818 |
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| Belgian beer | 1,722 |
| Spanish wine | 648 |
| French wine | 4,943 |
| Lemonade- reimbursed | 379 |
| IFF supplies& drinks- reimbursed | 1,351 |
| Ambassadors lunch, advance to Lisa | 4,000 |
| WeChat outflow | 13,043 |
| | |
| Amount transferred to bank | 32,775 |
| Transfer/ bank charges | 213 |
| Amount received in bank account | 32,562 |