

# QISS PTA | MINUTES

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Meeting date | time 9/6/2013 10:00 AM | Meeting location QISS Admin Building Rm 401

Meeting called by	Rachel Rust	Attendees
Type of meeting	Executive Board Mtg 1	Rachel Rust, Amanda Lee, Sue Youk, Angela Cho, Jay Teston, Alejandra Chavez
Facilitator	Rachel Rust	
Note taker	Rachel Rust	

## AGENDA TOPICS

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Agenda topic PTA Handbook 2013-2014 Approval | Presenter Rachel Rust

**Discussion** PTA Handbook was sent out the day before the meeting for board members to view ahead of time if they had available time. Only apparent changes are the Executive Board meeting dates – change to a time that works for all. Sue is not available in the afternoons because she has class. Also need to find time that works with Rachel and Jennifer’s teaching schedules.

**Conclusion** PTA Handbook 2013-2014 Approved by the Executive Board

Action items	Person responsible	Deadline
Determine Executive Board Meetings Dates	Rachel/Jennifer	9/13/2013
Correct Meeting Dates in Handbook & Post Handbook to Website	Rachel/Jennifer	9/13/2013

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| Agenda topic PTA Bylaw Adoption | Presenter Rachel Rust

**Discussion** PTA Bylaws were sent out the day before the meeting for board members to view ahead of time if they had any available time. Article II, Section 5 was discussed. Is 10,000 RMB a realistic amount to be left in the treasury at the end of each year? Discussed the fact that we do not have a working budget as this is the first year of kept records in recent times. We will begin keeping financial records and determine at the end of the year if this is a realistic amount. If it turns out not to be, we can raise a motion to amend the bylaws through proper amendment channels. Discussed Article VII, Section 5. Executive Board is in agreement that any purchase over 1000 RMB needs to be put up for a vote by the general membership.

**Conclusion** PTA Bylaws Adopted

Action items	Person responsible	Deadline
Post Bylaws to PTA Website	Rachel	9/13/2013

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| Agenda topic International Day | Presenter Rachel Rust

**Discussion** Names of the PTA International Day committee provided, List of International Food Court provided, List of Passport Holding Countries provided, Information of which classrooms are completing activities for which countries provided. PTA is responsible for set up and display of the International Food Court in the LS Cafeteria. Vice President’s may contact their respective members on the International Day committee to assist in the set up. Amanda – suggested names of dishes be provided. Determined parents will provide their own tag. Sue/Angela- Korean moms will prepare food together. They will also be doing the kimbap making activity again this year. Need a large space (3 tables x 3 tables) for their activity. Amanda & Lilian previously suggested a parade of countries to start the ceremony. Jay will get Chris to order the flags. Assigning the organization of the parade to the PE department. There will be one representative from each

country. Music for international day – ask they music department if they are able to perform but as it is last minute, to create an international playlist. Face painting of Flags – Alejandra and the art department will set up to face paint flags as an activity. Alejandra – would like to create a recipe book of all the food provided at international day. Need parents to bring in recipes of the food they provide (hard and digital copy). At a later date (silent auction & gala possibly) we can sell the recipe books.

**Conclusion** Added Parade of Countries, Music, Face painting to the International Day Schedule. The recipe book idea has been approved.

Action items	Person responsible	Deadline
Set Up of International Food Court- Contact International Committee volunteers for assistance, contact parents providing food to request name of dish and copy of the recipe.	Amanda, Angela, Lilian	9/14/2013
Complete Contact Information for Vice-Presidents	Rachel	9/9/2013
Parade of Countries – Order Flags	Jay/Chris	9/14/2013
Parade of Countries- Organization	Rachel/PE Department	9/14/2013
Music	Rachel/Music Dept.	9/14/2013
Face Painting	Alejandra/Art Dept	9/14/2013

| Agenda topic *Count PTA Monies* | Presenter *Rachel Rust*

**Discussion** PTA money left over from the 2012-2013 school year was counted by Sue and Angela. Rachel presented forms for cash verification, cash advance request and reimbursement request. All financial forms are on the PTA website. Sue prefers to keep financial records by hand, so Rachel will get her an accounting book. Discussion of pros/cons of keeping a PTA bank account took place. In order for this to happen, Sue would have to have an account under her name and then would withdraw the money at the end of the year. There is a safe in the upper school office that we can keep the PTA money in for easier access than the financial office.

**Conclusion** PTA has a total of 10547.50 RMB to begin the year. It was determined that the PTA money would be kept in the safe in Peter Thorpe’s office.

Action items	Person responsible	Deadline
Buy Accounting Book	Rachel	9/14/2013
Copy Cash Verification form & give original back to Sue for the financial records	Rachel	Next Meeting

| Agenda topic *Class Parents* | Presenter *Rachel*

**Discussion** Angela provided the names of the Korean Room parents for grades 1-12. Through the sign ups at open house, room parents also exist for K,2<sup>nd</sup>,5<sup>th</sup> grades. A partner room parents needs to be found for all other grades. When Rachel has received all information, she will compile the room parent lists and contact info and send out to the executive board and post on the website.

**Conclusion** Need room parent partners to work with the Korean room parents for grades 1, 3, 4, 6-12

Action items	Person responsible	Deadline
Find Room parents still needed	Lilian/Amanda	ASAP
Create Room Parent Contact List	Rachel	As soon as all info is available.

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| Agenda topic *Contact Lists* | Presenter *Rachel*

**Discussion** Rachel is working on providing a list of all parents for the different vice presidents. The list should include name, email, phone numbers. Jay suggested that he assign the task to Cady as she can access that information in her system.

**Conclusion** Cady will prepare a list of parents for the Western, Korean, & Chinese VPs.

Action items	Person responsible	Deadline
Compile Contact Lists	Jay/Cady	ASAP
Send Finished lists to VPs	Rachel	As soon as all info is available.

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| Agenda topic *PTA Website* | Presenter *Rachel*

**Discussion** Presentation of the PTA Website and its contents

**Conclusion** PTA Website ready to go public

Action items	Person responsible	Deadline
none		

**Special notes** Some discussion on the Enrichment Program for teachers – will be put on the next meeting agenda

Jay suggested that the PTA consider setting aside some monies if available to start a possible scholarship fund. An item to be discussed in more detail in latter meetings.

Jay will ask the office staff to translate the PTA Handbook into Chinese & Korean.