

QISS PTA | MINUTES

Meeting date | time 9/27/2014 8:45 AM | Meeting location QISS Admin Building Rm 401

Meeting called by	Rachel Rust	Attendees
Type of meeting	Executive Board Mtg 2	Rachel Rust, Amanda Lee, Sue Youk, Angela Cho, Jennifer Nicklas, Lilian Pedersen
Facilitator	Rachel Rust	
Note taker	Jennifer Nicklas	

AGENDA TOPICS

Agenda topic Approval of minutes from meeting 1 | Presenter Rachel Rust & Jennifer Nicklas

Discussion Minutes from meeting 1 were discussed by topic.

- Rachel looked into finding an accounting book, but it was decided that Sue would create her own documents for accounting.
- A recipe book that contains recipes from QISS was in the works, but families responded that they didn't have true recipes to contribute.
- Room parents were discussed. A new list of Korean parents was provided by Sue. A final list will be compiled after parents for all grades are found and contacted (i.e. G7 Nilafer, G10 Julia's mom or Kevin's mom, G9 Chika's mom).
- Lillian suggested holding a room parent meeting at Starbucks to discuss room parent responsibilities and Halloween participation.

Conclusion Minutes approved

Action items	Person responsible	Deadline
Meeting Minutes Approved	Executive board	09/27/2013

| Agenda topic Executive board meeting days | Presenter Rachel Rust

Discussion Rachel prepared and handed out the calendar for scheduled for PTA dates throughout the school year which included executive board & general assembly meetings. Additional outside meetings will be determined at a later date if necessary.

Conclusion Calendar approved by the executive board.

Action items	Person responsible	Deadline
Schedule posted to website	Rachel	complete

| Agenda topic International Day debrief | Presenter Rachel Rust

Discussion It was agreed that International Day was a success. The Korean parents did an excellent job preparing and serving food during the event. Rachel informed the board that the intention of QISS admin is to eventually turn over control of the event to PTA. However, the PTA agreed that this should be a shared responsibility with most of the organization coming from the teachers. Lillian suggested getting a large tent to cover the outside area if International Day is to be held outdoors. The board agreed that the parade was a nice

addition and should be continued next year. Ordering new flags will need to be addressed each year. It was also determined that Thank You email should be sent out to all parents as we don't have a formal list of participants. **Conclusion** Future International Day responsibility needs to be discussed with administration & thank you cards need to be sent to all parents. The board can ask Chris about ordering a tent for next year.

Action items	Person responsible	Deadline
Determine future responsibilities for International Day	Rachel & Admin	
General Thank you cards	Jennifer	
Ordering a tent for next year	Rachel, Chris, Sue	

| Agenda topic *Upcoming Events* | Presenter *Rachel Rust*

Discussion Upcoming events such as Halloween and the Gala were discussed. Rachel presented the tentative schedule for the Halloween event at school. PTA's responsibility in Halloween will be decorating the LS and possibly the US. They will also provide snacks (Lillian suggested cookies from DejaVu) and help to corral kids. Room parents & decorating committee members can also help with decorating. It was suggested that we purchase some new decorations as the current decorations are showing signs of use and poor condition. The Gala is tentatively scheduled for November. Amanda said she would look into the Shangri-La as a possible place to hold the event. Rachel will speak to Erik Dunham about contacting other locations to compare prices. Amanda suggested opening the event up to the community. A silent auction will be held to raise money for PTA as well as a charity organization. Each grade level will be responsible for providing a themed basket for the silent auction. This will be discussed at the upcoming room parent meeting. A price per ticket needs to be determined. Advertisement will be key for a successful event.

Conclusion Halloween will be a PTA supported event. Room parents and decorating committee will also share some of the responsibility. The gala event date needs to be determined ASAP so location can be reserved and advertising can begin.

Action items	Person responsible	Deadline
Purchase of Halloween Decorations	PTA executive board	
Securing snacks for Halloween		
Inform room parents of responsibilities	Rachel, Amanda, Angela, Lilian	
Determine date & location of Gala		
Determine price of ticket for Gala	TDB	
Advertisement for Gala		

| Agenda topic *Room Parents* | Presenter *Rachel*

Discussion Conclusion Need room parent partners to work with the Korean room parents for grades 1, 3, 4, 6-12. Board discussed possible parents for grades still in need of a room parent. A room parent meeting will be held at Starbucks in Marina City on Friday, October 11, 2013.

Action items	Person responsible	Deadline
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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.

Room Parent Meeting

PTA Exec. Board

11 October 9:30 am

Special notes