

# QISS PTA | MINUTES

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Meeting date | time Oct. 22<sup>nd</sup>, 2013 8:45 am | Meeting location QISS Admin Building Rm 401

Meeting called by	Rachel Rust	Attendees
Type of meeting	Executive Board Mtg 3	Rachel Rust, Amanda Lee, Sue Youk, Angela Cho, Jennifer Nicklas, Michellene Teston, Stefnee McMullin, Dr. Jay Teston, Peter Thorpe
Facilitator	Rachel Rust	
Note taker	Jennifer Nicklas	

## AGENDA TOPICS

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**Agenda topic** Approval of minutes from meeting 2 | **Presenter** Rachel Rust & Jennifer Nicklas

**Discussion** Minutes from meeting 2 were discussed by topic.

- Rachel has handed out the calendar for PTA events & posted it to the PTA website.
- Tent for International Day still needs to be investigated.
- Halloween decoration costs were reimbursed.
- Room parents need a specific call person/contact tree.
- Another room parent meeting is needed.

**Conclusion** Minutes approved

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Action items	Person responsible	Deadline
Meeting Minutes Approved	Executive board	10/22/2013

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| **Agenda topic** PTA Monies | **Presenter** Rachel Rust & Sue Youk

**Discussion** A reimbursement form was submitted by Amanda & Lillian for reimbursement of Halloween decoration purchases (630 RMB). Rachel submitted the profits from the pizza party (approximately 651 RMB) for Sue to count and add to PTA funds.

**Conclusion** PTA monies were counted and verified.

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Action items	Person responsible	Deadline
Monies counted/verified	Sue	complete

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| **Agenda topic** Key Assignment Day Debrief | **Presenter** Rachel Rust

**Discussion** First Key Assignment Day was successful. The pizza was a good fundraiser and enjoyed by the students. Perhaps a similar fundraiser could be adopted for all key assignment days. Rachel suggested sub sandwiches next time. The pizza fundraiser earned PTA approximately 651 RMB. The form sent home for the Key Assignment piqued interest of Korean parents in the English classes. More information needs to be sent home. Ruth Duque needs to be contacted and asked to provide more information for interested parents.

**Conclusion** Key Assignment Day was a success.

Action items	Person responsible	Deadline
Determine another lunch fundraiser for next Key Assignment	Rachel & Sue	Next meeting
Send more information home concerning English for Parent Education	Ruth Duque/Dr. Teston	

| **Agenda topic** Halloween | **Presenter** Rachel Rust

**Discussion** Halloween cookies for students will be baked by parents and decorated at Lillian’s house on October 29<sup>th</sup>. We discussed the option for some parents to submit reimbursements for cookies if they choose. Cookies will be distributed after the costume parade. Dr. Teston suggested all persons participating in the Halloween events contact each other (Clint Mills, Alejandra Chavez, Rachel Rust). The room parents and PTA did an excellent job decorating the school and reimbursements for Halloween decorations were submitted and settled during the meeting.

**Conclusion** PTA involvement for Halloween will include cookie baking, distribution of cookies and general participation during the day of the event.

Action items	Person responsible	Deadline
Cookie Baking/decorating	Lillian, room parents	Oct. 29 <sup>th</sup>
Halloween cookie distribution	PTA	Oct. 31 <sup>st</sup>
PTA participation in Halloween carnival	PTA	Oct. 31 <sup>st</sup>

| **Agenda topic** Talent Show | **Presenter** Rachel

**Discussion** Talent show is held on Nov. 22<sup>nd</sup>. PTA will provide refreshments during intermission. Lillian suggested that the schedule for the talent show should be handed out ahead of time to those participating in the selling of refreshments. Peter agreed and went over the how the event is organized. Dr. Teston made it known that Alejandra Chavez is in charge of putting together the final schedule. It was determined that PTA should receive the Talent Show schedule two weeks in advance in order to ensure no overlap of setting up refreshments and missing their students’ performances. Parents will be asked to bake and donate. Dr. Teston said the letter needs to be sent home soon, preferably right after Halloween.

**Conclusion** Letters asking for donations need to be created and sent to parents by Halloween. The Talent Show schedule needs to be finalized and distributed to PTA two weeks in advance. Refreshments need to be organized and sold during intermission the day of the event.

Action items	Person responsible	Deadline
Talent Show donation request/letter sent home	Rachel/PTA	Around Halloween
Finalized schedule of Talent Show distributed	Alejandra/Rachel	As soon as all info is available.

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| Agenda topic *Gala* | Presenter *Rachel*

**Discussion** The ShangriLa has been reserved for the gala on Dec. 7<sup>th</sup>, 2013. Dr. Teston has identified all companies involved with the QISS community in order to solicit donations and send out invitations. Dr. Teston and Amanda suggested that we secure a band for the night. Dr. Teston will take a look at possible bands in the community. The PTA board determined that a survey sent home to parents was essential in determining and finalizing some of the details of the event. Mrs. Teston said she would consult her team to come up with a design for invitations as well as talking to Peter Zhao about finding some local charities. It was suggested that information be sent home to parents to explain what the Gala is as many parents are not familiar with the concept of a gala & silent auction. Sue gave feedback about Korean interest in the event. The event will include dinner, entertainment and a silent auction. The PTA determined that this should be an adults only event. Ticket price still hinges upon feedback from survey, but a suggested price between 250-300 RMB was discussed. Rachel suggested that an additional room parent meeting should be held once interest in the Gala is determined. room parents can then be shown what types of baskets each class will be responsible for putting together.

**Conclusion** The gala is tentatively scheduled for Dec. 7<sup>th</sup> at the ShangriLa and as more information is gathered, details will be finalized. The gala committee and PTA executive board may have to hold additional meetings in order to ensure the success of the gala.

Action items	Person responsible	Deadline
Gala letter/survey	Rachel/Jennifer	ASAP
Locating a band	Dr. Teston	ASAP
Finding local charity	Mrs. Teston	ASAP

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| Agenda topic *Misc. items* | Presenter *PTA executive board*

**Discussion**

- Mrs. Teston informed the board that the school development team is responsible for ordering flags twice a year. They will also look into ordering the flags for the parade.
- Lillian and Amanda suggested that we purchase Christmas decorations in advance. They will begin shopping and finding needed decorations. Lillian mentioned most of the trees are in terrible shape.
- Claudia (parent) has handmade votives to sell during the winter program. PTA determined she could sell the votives for around 30 RMB a pair.
- The next room parent meeting will be held at the same Starbucks.

Action items	Person responsible	Deadline
Christmas Decoration Shopping	Lillian & Amanda	TBD
Flag Ordering	School Development Team	Twice annually
Votives for winter program	Claudia	TBD
Room parent meeting	Rachel/Room parents	TBD