

**YACA Board Meeting Agenda
Wednesday December 13th, 2006
Yinghua Academy**

Ms. Erickson called the meeting to order at 6:45 pm

Board Members in Attendance

Christina Erickson, Janine Trutna, Jean Parish, Sandy Doubek, Cindy Moeller, Aura Lee Besse

Board Members Not in Attendance

Jennifer Daul

Review and approve agenda

No additions to the agenda.

Ms. Trutna made a motion to approve the December 13, 2006 agenda.

Ms. Parish seconded the motion.

Motion passed unanimously.

Review and approve minutes from last meeting

No additions to the minutes.

Ms. Parish made a motion to approve the November 2006 minutes.

Ms. Besse seconded the motion.

Motion passed unanimously.

Standing Reports

Chairs

- Kathleen Lowry and Cynthia Lee have resigned from the YACA board.
The YACA board discussed fulfilling the two vacant openings and since we are only a few months from the YACA board elections, it was decided to review the By-Laws section on adding members to the YACA board prior to adding any new members to the interim YACA board. In addition, the YACA board discussed board turnover for the 2007 YACA board elections. The board decided to review the possibility of only having one-third of the current YACA board seats turn over in April 2007.
- Website
YACA is reviewing the possibility of a YACA tab or section on the Yinghua Academy Website.
- Review of the By-Laws
The YACA board members discussed having the updates each month sent in the full draft with the modifications instead of just the By-Law rewrites each month. The board reviewed the Membership and Meeting Sections of the By-Laws. The modifications made to these sections are as follows,

IV. MEMBERSHIP

Voting members shall be parents or guardians of current students, current faculty and staff and current Yinghua Board members.

Non-voting members are friends of the school and prospective parents of Yinghua Academy students.

V. MEETINGS

A. YACA Board Meetings. YACA Board meetings are intended to be held on the third Wednesday of each month. Unless otherwise announced.

B. General Membership. YACA General Membership meetings of the organization are intended to be held each quarterly during the school year. Meetings must be conducted by at least one YACA Board Member. The time and place of the meetings shall be posted at least two weeks prior to the meeting. The secretary will notify the general membership of a cancellation.

C. Special General Membership Meetings. Additional meetings of the organization may be called, by a majority vote of the YACA Board.

D. Quorum. Those persons present at a properly called General Membership or Special General Membership Meeting shall be designated as a Quorum and shall be entitled to take action on behalf of the organization. The Quorum for a YACA Board Meeting shall be a majority of the number of current members.

E. Voting. A majority of the members present at any meeting shall be required for all actions to be taken by the organization.

The YACA board decided to review the General Elections Section of the By-Laws at the January meeting in preparation for the next general membership meeting.

- General Membership Meeting

The YACA board decided the next General Membership meeting is tentatively scheduled for March 28th 2007, 6:30 pm, which is two weeks after the March 14th 2007 YACA Board Meeting. The board decided not to hold the next YACA General Membership meeting on the same night as the YACA Board meeting. Ms. Doubek will check with the school schedule. Childcare will be provided during the YACA General membership meeting. Parent notification for childcare will be sent out with a childcare RSVP return slip that will be required to be returned by a specific date. A discretionary point will be made that if you do not return the childcare RSVP slip by the specific date you will not be able to use the provided childcare that evening.

Secretary

- Director Lueth has chosen two dates for the YACA Spring Cultural Fair. The first choice is April 28th 2007. The second choice is April 21st 2007. The YACA board chose April 28th 2007 as the date for the Spring Cultural Fair. Ms. Parish made a motion to approve the April 28th 2007 as the date for the YACA Spring Cultural Fair. Ms. Besse seconded the motion. Motion passed unanimously.
- The YACA Spring Cultural Fair Committee has three Co-Chairs: Ms. Besse, Ms. Trutna and Ms. Parish. Ms. Moeller will make an announcement to the Yinghua Academy board and ask for volunteers to join the committee. Parents from the General Membership meeting have also signed up to volunteer for this committee.

Treasurer

- YACA currently does not have their own funds. Blue Sky Guide sold 175 books plus \$200.00 in miscellaneous donations from families.
- Ms. Parish asked about a Thank You reply for donations to the school. Ms. Moeller will discuss with Director Lueth for how to handle Thank You replies for school donations.
- 501 (3)(c)
Ms. Besse gave a recommendation to the YACA board for moving forward on getting a 501 (3) (c) status. Having YACA funds as part of the school board budget restricts the funds usage. Ms. Besse is currently reviewing the information for getting YACA a 501 (3) (c) status and will make recommendations at an upcoming YACA board meeting. Ms. Moeller recommended that YACA look into MAPP for non-profits to get assistance on 501 (3) (c). Ms. Moeller also recommended that Ms. Besse call other charter schools.

Subcommittees

Direct Drive –

- Ms. Trutna gave an update on the Direct Drive Fundraiser. The Direct Drive letter was approved at the December 2006 board meeting. The letter is as specific as possible for outlining where the donated money will go. At the January YACA board meeting Ms. Trutna will have a draft of the Thank You Notes for the Direct Drive.
- Ms. Trutna discussed the format for mailing the Direct Drive letter. The board discussed the Direct Drive mailing list. Yinghua Academy has a general list. Ms. Moeller recommended that a small group review the Yinghua Academy general list and come up with a core group to sent the Direct Drive letters to. Ms. Doubek will add a column and make the first pass to the general list, then email the list to Ms. Moeller and Ms. Parish for final edits.
- Wednesday January 10th 2007 will be the date for folding, stamping and stuffing the Direct Drive letters. 9:00 – 11:00 am at Ms. Trutna's home. If an additional dates is needed, Ms. Trutna will send an email with a second evening date. Ms. Besse recommended we review setting up a pay pal option for people who want to pay by

- credit card. The Direct Drive letters will be mailed week of January 15th 2007. The committee asked for assistance on the Thank You Notes. The committee will also send a few Direct Drive letters to home in the student back packs so Yinghua Academy families can send the Direct Drive letters to family and friends.
- Mailing labels will be needed for the letters going to the parents of Yinghua Academy students. Ms Moeller will print Yinghua Academy return address labels. Ms. Trutna will purchase stamps and print the Direct Drive letters to give to Ms. Parish.

Others –

- Ms. Parish gave an update on the Families with Children from China New Year Celebration and the potential for Yinghua Academy to have a table at the event. The date for the FCC China New Year Celebration is Sunday February 25th 2007. This would not be an option for a school field trip

Next meeting - Wednesday January 17th 2007 6:30 pm at Yinghua Academy

Meeting Adjourned at 9:17 pm