

**YINGHUA ACADEMY COMMUNITY ASSOCIATION (YACA)**  
**MINUTES OF THE MAY 24<sup>TH</sup>, 2006 BOARD MEETING**  
**MERRIAM PARK LIBRARY**

**Minutes are final and approved by the YACA board members.**

Meeting was convened at 6:40 pm.

**Board Members in Attendance**

Cynthia Henning, Sandy Doubek, Jean Parish, Jennifer Daul, Christina Erickson, Kathleen Lowry

**Board Members Not in Attendance**

Janine Turtna

The meeting began with getting to know each other and why it is important to each of us to be involved with Yinghua Academy and YACA.

**YACA Bylaws**

Bylaws were reviewed and the following items were discussed concerning the bylaws

- YACA interim board members will be in place until August 2007. YACA board elections will occur April 2007.
- Confidentiality as written in the bylaws was discussed between the board concerning students and teacher information.
- Discussion was held about understanding YACA's purpose and defining the person to be YACA's main contact for bringing items of interest back to the Yinghua Academy board.
- It was recommended to invite Betsy Leuth (Yinghua Director) meet the YACA board and attend one of the YACA board meetings in the next couple of months. Ms. Leuth would be able to assist the YACA board members in answering some outstanding questions and assist with finalizing YACA's Bylaws and general concerns.
- It was determined that the YACA Bylaws will be modified accordingly after meeting with Ms. Leuth for final acceptance.
- YACA board meetings are public. YACA board meeting notes are public. It was discussed where the board meeting notes would be posted for public view and was put on the list of items to discuss with Ms. Leuth. The board determined that the initial board meeting notes would be emailed to the Yinghua Academy Yahoo listserv with a cover letter drafted by Ms. Daul and Ms. Erickson. The cover letter to Yinghua Academy parents will outline the first YACA board meeting and include the minutes. In addition, encourage parents to continue outreach for enrollment and the June play date picnic information. Ms. Parish made a recommendation that the cover letter also announce to the Yinghua Academy listserv that YACA board is another resource for parents and ask for parents suggestions and recommendations.

**YACA Board and Officer Open Positions**

Nine individuals total will be on the interim YACA board. We still have room on the board for a couple more members to join the YACA board. At the beginning of the meeting two Officer positions were open for Secretary and Treasurer. Ms. Doubek volunteered for the Secretary position and the YACA board members accepted. The position of Treasurer remains the only open Officer position.

### **501 (3) (c)**

YACA board member discussed getting a 501 (3) (c) status for YACA and will continue to work on getting this status so YACA can be recognized as a non-profit organization.

### **Fundraising**

YACA board decided that everyone would come to next meeting with suggestions for fundraisers.

### **YACA board meeting framework**

The discussion for YACA board meetings and times was next on the agenda for discussion. YACA board meetings will be held to 1 1/2 hours this summer. Meetings during the school year may go down to 1 hour. Meeting times will need to be discussed further. Discussion was held around having the YACA meetings after school day. This would help with parent' attendance since childcare would be provided for these meetings. More discussion will occur on YACA with Yinghua's Director Betsy Leuth.

Ms. Erickson will begin reviewing Roberts Rule of Order for the structure of the YACA board meetings. Ms. Henning will bring in a copy of the Roberts Rule of Order overview information for Ms. Erickson to review.

YACA board meetings will occur every month before the general membership meeting. YACA board members discussed which night would be best for board meetings. The YACA board members decided to meet on rotated nights Monday and Wednesdays 3<sup>rd</sup> week of each month. Next meeting would be Wednesday June 21<sup>st</sup> at 6:30 pm at the Merriam Park Library.

### **YACA member communication**

YACA board members discussed ways of communication.

1. Bulletin Board at Yinghua Academy
2. Sheets on children's back packs
3. Send out a questionnaire to parents as how they would like to be communicated to YACA

Board will discuss further.

### **Yinghua Academy Enrollment**

Enrollment was discussed and it was thought that enrollment was at 64 before the open house. Board will ask Yinghua's Director Betsy Leuth for current enrollment numbers.

### **Upcoming Events**

Board discussed upcoming ideas and events to either address, delete from pursuing, modify, or prioritize.

#### **Priority:**

Meeting with Yinghua Academy's Director Betsy Leuth either at the June or July YACA board meeting. It wasn't clear if Ms. Leuth could meet with YACA board prior to July 1<sup>st</sup>, 2006.

#### **Recommendation:**

Ms. Parish recommended St. Joseph School of Music connection as an outreach for enrollment.

Ms. Henning recommended Children's Museum as another outreach for enrollment

Ms Henning also mentioned that Michaels Craft Stores are possibly having a Chinese craft class. More information is needed to determine if this would be a good outreach for Yinghua Academy enrollment.

Farmer's Market is another recommendation but is there a cost associated.

#### **Delete:**

2006 Flint Hills International Festival Yinghua Academy tent. Board discussed standing and handing out flyers, but no action will be taken to look in to this further for the 2006 event.

Board recommended that we not pursue any of the events at this time, but encourage the Yinghua Academy parents to continue with the Yinghua Academy outreach communication at a few of the upcoming events.

### **Summer Play Dates**

Discussion occurred around Yinghua Academy summer play dates(s). It was recommended that we have scheduled summer play dates. First play date is going to be a potluck at Newell Park, June 29<sup>th</sup> 5:30 – 8:00 pm. YACA will possibly provide one or all of the following items: beverages, paper products (plates, glasses, silverware). Yinghua Academy clings and any other Yinghua Academy logo items might be available to use as give away items to families who attend. Ms. Lowry will check with Kristina Schatz on what Yinghua Academy items are available for the June summer play date picnic to give away to families.

Ms. Parish recommended that when we announce the June picnic that we announce that the July picnic may occur at the school and more information will come for the July meeting.

Other Parks Recommended for future Yinghua Academy summer play dates:

- Community Park in Roseville on Cleveland
- Northdale Park in Como Park on Dale/Wheelock
- Newell Park – Fairview Ave and Pierce Butler (Favored by the board)
- Como Park

### **Yinghua Academy's Logo-wear**

The YACA board members discussed the logo-wear for Yinghua Academy. Ms. Doubek volunteered to review the logo-wear options and give an overview in June to the YACA board. It was recommended by Ms. Erickson for to review the LILA or ECFE websites because they have a nice t-shirt and logo-wear options.

### **Future YACA Board Discussions**

Board will discuss further at future meetings

- Opening school picnic or barbeque
- Landscaping
- Blue Sky Guide (similar to Happenings Books)
- Move in (furniture, assisting school start up, etc.)
- Other priorities

Meeting was adjourned at 8:35 pm.