

**YACA Board Meeting Minutes- Final**  
**Wednesday August 16, 2006**  
**Shoreview Public Library**  
**4570 N. Victoria St. Shoreview, MN 55126**

Christina Erickson called the meeting to order at 6:40 pm

**Board Members in Attendance**

Christina Erickson, Jennifer Daul, Jean Parish, Sandy Doubek, Cynthia Henning  
Cynthia Lee, Janine Trutna, Cindy Moeller

**Board Members Not in Attendance**

Aura Lee Besse, Kathleen Lowry

**Review and approve agenda**

Changes to the agenda – Ms. Henning asked to have the bylaws discussion moved before  
Cynthia Henning Resignation.

Ms. Doubek made motion to approve the agenda,

Ms. Daul seconded the motion. Motion to approve the agenda with one change was approved  
unanimously.

**Review and approve minutes from the July 17, 2006 meeting**

C. Lee made written corrections to the minutes. Ms. Doubek went over the changes from C. Lee  
for corrections to the minutes.

Ms. Trutna made a motion to approve the minutes.

Ms. Daul seconded the motion. Motion to approve the July 17<sup>th</sup>, 2006 meeting minutes with C.  
Lee's written corrections was approved unanimously.

**Standing Reports**

**Chair:**

○ Cindy Moeller joining our board

Ms. Erickson welcomed Ms. Moeller to the YACA board. Ms. Moeller made a speech  
about importance of having open communication.

○ Final acceptance of by-laws

Ms. Henning spoke of her frustration towards the executive board having an executive  
committee meeting to decide the out-come of the decision of how a decision was made,  
in addition to the outcome of who would resign or how it would be handled. C. Lee  
spoke and stated that the bylaws were not followed and discussion should have happened  
at the next board meeting.

Ms. Erickson gave her view of how this situation to handle and why there was a special  
meeting to discussed of the executive committee and the promptness of the timing.  
Discussion occurred how the bylaws were changed and why it didn't happen at the board  
meeting, in addition to the inconsistencies of the bylaws with the board over the bylaw  
issues. Ms. Erickson and Ms. Daul stated that we are new group and new to forming the  
committee. This group is going to make mistakes and we are learning as we form this  
board.

Ms. Henning lastly recommended that the YACA board adopt solid bylaws before the general meeting. Ms. Erickson thanked Ms. Henning for her feedback and how will miss her on the YACA board. Ms. Moeller spoke on behalf of serving on several boards and the chairman of Yinghua Academy about the different formats for forming parent groups. She recommended a less formal approach and more of an ad-hock format for the group. Ms. Parish recommended that the YACA board create a mechanism and take 10 minutes in each meeting to work on discussing the bylaws point-by-point. Or decide that the bylaws are a work in progress and agree to keep working on the structure of the bylaws. Ms. Moeller gave an example of how this could work by using the Yinghua Academy Board Rules as an example. The board decided to adopt the MN state policies, review and make changes on a certain number of policies during each meeting. Ms. Trutna recommended that we come up with a statement “that we are working for a strong bylaws” or something to the contrary before the general membership meeting.

Ms. Trutna made a motion to the state the bylaws are a “work in progress” and not yet complete. YACA board would review a section of the bylaws and work towards completed bylaws by April 2007.

Ms. Parish seconded the motion.

Discussion occurred and a call to vote. Motion passed unanimously.

C. Lee made a motion that any board member can ask the chair to call a special meeting.

Ms. Erickson seconded the motion.

Discussion occurred how this would happen and would email be an acceptable format?

C. Lee withdrew the motion in favor of discussing it at the next meeting as outlined in the bylaws.

**Secretary:**

Ms. Doubek had no updates at this time

**Treasurer:**

No report, Ms. Besse was not present.

**Sub-committee's:**

○ Grounds Committee

C. Lee gave an overview of the difference between YAG and the Grounds Committee and involving the community. C. Lee was given a key from Yinghua Academy Director Betsy Leuth in order to keep the outside plants watered. C. Lee gave an update on someone who came over and mowed the front parkway area.

○ Communication

Ms. Erickson gave an update on parent communication box at the Yinghua Academy. A communication box has been created and put up at the school for suggestions in addition to a bulletin board for YACA events.

○ Box Tops, Give 'Em Five, Ink Cartridges

Ms. Henning gave an overview of “Kemps” bottle top school program. A minimum of 2000 caps will need to be collected before they can be sent for money. Ms. Henning

recommended that we do not because 2000 caps only amounts to \$100.00. However we can still put out a container at the school for collection. Box tops – Director Leuth needs to enroll Yinghua Academy into Box Tops, but doesn't feel at this time we need to get signed up for this. In the interim we can put up a sign and box to begin collecting. We can get 8% on certain products and can earn up to \$20,000. Dates: December 15<sup>th</sup> and April 15<sup>th</sup>, no minimums. They only issue checks 2 x a year. Ms. Henning feels this is a better use of our investment of time. Ms. Henning agreed to be the point person for the Box tops program for the 2006 – 2007 school year.

Ms. Doubek gave her report on Ink Cartridge Fundraiser Tyson Project A+ and Classroom Wish-List.

Ink Cartridge program – Ms Doubek recommended this program because of the environmental factor. Each ink cartridge could retrieve up to \$4.00 a cartridge. Tyson A+ is also another good program for the school to participate in because of the large amount of Tyson frozen foods parents purchase for their kids. Ms. Doubek also gave an overview on Classroom Wish-List which is a website for teachers to list the supplies they need for their classrooms. It was recommended because of the teachers need to focus on the first day of school, this program be considered for 2007 – 2008 school year.

Ms. Erickson recommended that we find another parent to be the point person on the Ink Cartridge and Tyson A+ fundraising programs during the school year

### **Old Business:**

- Furniture assembly and gardening day

Ms. Erickson mentioned that the furniture day would be moved to August 26<sup>th</sup>. A notice went out today. Ms. Moeller updated YACA board on the free desks and chairs the school acquired.

- Mulch Day

Ms. Doubek gave an update on coordinating the mulch-spreading day in conjunction to furniture and general clean-up day. Volunteers will be needed since there were a lot of activities happening on August 26<sup>th</sup>.

- First days of school

Ms. Daul asked Director Leuth for a number of volunteers that would be needed for the first day of school. Director Leuth thought we would need 4-5 volunteers for the first day. A list of needs for directing the volunteers on the first few days was recommended to Director Leuth. Ms Henning thought there were certain rules for which volunteers that would need a background check. Ms. Henning asked Ms. Moeller if Yinghua Academy was going to have a volunteer coordinator who would be in charge. Ms. Moeller will bring this back to Director Leuth for further discussion.

- Business cards for YACA

C. Lee discussed the usage for a YACA business card and how each board member could use the YACA business card. It might be a great way of networking with the parents. Ms. Moeller showed the current Yinghua Academy generic business card. Ms. Daul asked whether YACA board should be the day-to-day contact or should the Director be the day-to-day contact?

C. Lee made a motion to discuss YACA business cards for all board members.

No one seconded the motion.

Motion was not considered.

### **New Business:**

- School Updates

Ms. Erickson gave an update on school activities. Director Leuth would like to have a parent orientation 2<sup>nd</sup> or 3<sup>rd</sup> week of September to give a clearer understanding of core knowledge, school curriculum and other education features. School Carnival – It was recommended by the Director Leuth that YACA coordinate a school carnival. More discussion to will occur at the next meeting.

- Enrollment

Ms. Moeller gave an update on enrollment. As of Monday August 14, 2006 there were 65 completed enrollment packets. The original plan was to send a modified version of the contact spreadsheet for the families who have enrolled. But not all enrollment packets were fill out and signed, this plan could not occur. Calls are being made to the parents who have enrolled and have not signed a release for release of their information.

### **Next YACA board meeting:**

Since there is a conflict with September 18<sup>th</sup>, 2006 YACA scheduled board meeting, it has been changed to September 20<sup>th</sup>, 2006 at 6:30 pm at Yinghua Academy school.

General membership meeting was scheduled October 18<sup>th</sup>, 2006 since there was a conflict for this meeting date, the general meeting would be moved to October 11<sup>th</sup>, 2006. Time was discussed and a decision was made to have the October general board meeting begin at 6:30 pm. General membership meetings may change to Mondays and Wednesdays for the rest of the school year

**Meeting Adjourned: 8:30 pm**