

YACA Board Meeting Minutes - FINAL
Wednesday September 20th, 2006
6:30 p.m.
Yinghua Academy

Ms. Erickson called the meeting to order at 6:40 pm

Board Members in Attendance

Cindy Moeller, Aura Lee Besse, Kathleen Lowry, Christina Erickson, Jennifer Daul, Janine Trutna, Jean Parish, Sandy Doubek

Board Members Not in Attendance

Cynthia Lee

Review and approve agenda

A few items were added to the agenda.

Ms. Parish made a motion a motion to approve the agenda with corrections. Ms. Daul seconded the motion. Motion passed unanimously

Review and approve minutes from last meeting

A couple of corrections were made to the minutes from August 16th, 2006.

Ms Daul made a motion to approve the meeting minutes with modifications

Ms Parish seconded the motion.

Motion passed unanimously.

Standing Reports

Chairs:

- Review of By-laws.

Board reviewed the mission statement section of the Bylaws, a discussion was held and amendments to the mission statement were made for the purpose of further defining and clarifying the role of YACA.

Ms Daul made a motion to continue reviewing of the By-Laws at the next meeting

Ms. Parish seconded the motion.

Motion passed unanimously

Secretary:

- Total of 79 enrolled in Yinghua Academy to date.
- Kristina Schatz is currently updating the Yinghua Academy Website.
- Ms. Doubek asked for a YACA executive board representative to attend the next board meeting since she would be in China that week on business – Ms. Daul volunteered to attend.
- Ms. Doubek handed out information from “Ask Asia.org” which has a book on Chinese Language Programs in American Schools that Margaret Wong helped write.
- Yinghua Academy “Grand Open House” for enrolled families, prospective families and community supporters is to be held October 26th, 2006 from 5-7 pm. Currently on the Grand Open House committee is Mr. VanKeulen, Ms. Moeller, Ms. Schatz and Ms. Doubek. Ms. Parish and Ms. Erickson volunteered to also serve on the committee.

Treasurer:

- We currently still have a debt of \$39.00 from the rental of the summer picnic.
- 501(3)(c) – Parents cannot make a donation to the school as a tax deductible unless they have a 501(3)(c) status. It took the school board 1 _ years under Harriett Bishop Academy to file for the 501(3)(c). YACA would have to file for a federally tax employee id number for non-profits in order for YACA to set up a checking account and receive funds. Ms. Besse recommended that YACA not set up a separate 501(3)(c) status and will ask Mr. Parish if we can be a line item for fundraising tracking, but the funds would go back in the school.

Sub-committees:

- Grounds – C. Lee was not present for a report.
- Communication –
Ms. Trutna will assist with sending flyers for parent communication. Director Leuth recommends YACA send written communication in backpacks and not email including school bulletin boards.
- Calendar of YACA board meetings for the rest of the year. Ms. Doubek will give meeting dates to Kristina Schatz to update the Yinghua Academy website.
Confirmed meeting dates for YACA board meetings are:
 - Wednesday, October 11th, 2006 YACA General Membership meeting
 - Wednesday, November 15, 2006 6:30 pm at Yinghua Academy
 - Wednesday, December 20th, 2006 6:30 pm at Yinghua Academy
 - Wednesday, January 17th, 2007 6:30 pm at Yinghua Academy
 - Wednesday, February 28th, 2007 6:30 pm at Yinghua Academy
 - Wednesday, March 21st, 2005 6:30 pm at Yinghua Academy
 - Wednesday, April 18th, 2007 6:30 pm at Yinghua Academy
 - Wednesday, May 16th, 2007 6:30 pm at Yinghua Academy
- Box Tops, Ink Cartridges, United Way letter is being written by Director Leuth and information sent home in backpacks.
- Ms. Moeller gave a United Way update for designation to Yinghua Academy, which has a 501(3)(c) status.

Old Business:

Fundraisers

Director Leuth requests money for people (artists in residence, etc.)
YACA Board to vote on 2-3 fundraising events.

- Chinese Cultural Fair – Ms. Doubek gave an update on the Chinese Cultural Fair Event. Ms. Trutna added another suggestion for A Community Gathering/Evening
 - Give each family 10 raffle tickets
 - Silent auction items

- “Great Gatherings” – family sponsors and event at their house like: bunko party, poker party, BBQ, knitting lesson, cookie decorating, special meal, etc. People pay to attend

Ms. Lowry suggested we ask a co-chair that is Chinese to assist with the Chinese Cultural Fair fundraising events. (5-6 people on this planning committee. General volunteers needed for this event) Ms. Besse, Ms Parish, Ms Trutna volunteered to be on the Chinese Cultural Fair committee.

- Ms. Daul suggested we partner with a restaurant to have meal and charge for a dinner and guest speaker
- Community Garage Sale with a media theme (books, kids clothes, school uniforms)
- Ms. Daul suggested selling Blue Sky Books – (4 volunteers for this committee would be needed) Ms Doubek and Ms. Daul volunteered to be on the Blue Sky Book committee.
- Ms. Parish suggested we sell Geckler Gift Wrapping Paper, but we would have to decide quickly since the season for selling gift-wrap is approaching quickly.
- Ms Trutna recommended Vista Print postcards from YA Children announcing Target Card TCOE and steps to designate YA as the school of choice for family and grandparents
- Ms. Parish suggested having a Direct Drive – letter to families and friends from students and parents asking for donations. (and possible sign up TCOE). Include a stamped return envelope. (2 volunteers for this committee needed) Ms. Trutna and Ms. Parish volunteered for this committee.
- Ms. Parish suggested YA partner with Davanni’s Pizza. Davanni’s has a promotion where on a designed night they provide you with a flyer for a Yinghua Academy night. 20% of the donations go towards Yinghua Academy.
- Ms Trutna recommended we host a parent–teacher assistant night.

Board discussed undertaking a maximum of 3 fundraisers per school/academic year and therefore recommended the top 3 fundraisers for this year,

- (1) Chinese Cultural Fair
- (2) Blue Sky Books
- (3) Direct Drive Letter
- (4) (Still in discussion) Summer Yinghua Academy Garage Sale.

Ms Daul made a motion that the board pass the top 3 recommended fundraisers and further review a summer garage sale as a potential 4th fundraiser.

Ms Parish seconded the motion.

Motion passed unanimously.

General Membership Meeting

Ms Erickson gave a report on the structure of the YACA parent meeting in October.

- Role for general members
- Explanation of YACA’s process
- Recruit volunteers or committee members – getting parents involved
- Betsy speak-State of the School Report
- Childcare – offered 6:30 – 8:30 pm. \$3.00/per child provided by Bridget and/or volunteers YACA board will send a sign up sheet to get a count of childcare.
- Food – Coffee, Tea and Dessert and begin the meeting at 6:30 pm.

- J Parish and will contribute the coffee. Rest of board members will bring the dessert and a package of cookies for the kids.

Ms. Trutna recommended that we change the general YACA meetings to every other month or every quarter. Format of the general meetings will be determined after initial meeting.

New Business:

Yinghua Academy Grand Opening (see Secretary's Report)

YACA would have Blue Sky books for sale during event.

Ms. Besse made a motion to have the Blue Sky books at the event.

Ms. Parish seconded the motion.

Motion passed unanimously

Open House events and Open Enrollment

Ms. Moeller gave an overview on the Yinghua Academy Open House Events and Open Enrollment.

Open House Events –

Saturdays 3-4:30 pm 11/11/2006, 1/20/2007, 2/3/2007, 2/24/2007, 3/10/2007.

Open Enrollment Period –

January 8th – February 16th for the 2007 – 2008 school year.

Next meeting: Wednesday October 11th, 2006. 6:15 pm - Yinghua Academy

Meeting Adjourned at 8:49 pm