



ICS PTO Board Meeting Minutes

DATE: Sunday, October 18, 2009
Time: 12:10 pm -1:10 pm
Place: Conference Room
9 Truman, Irvine, CA 92620

Members Present: Michelle Wang, Tina Young, Joel Halle, Jun Li, Yang Zhu, Beatrice Tseng, James Lee, , Jin Xie, Lili He, Sarah Yang, Ed Ho, Michelle Jing , Shuping Yin, Mayble Cheung and Wei Chang

Members Absent: None

Guests: ICS Principal Shu-Fen Chen was on travel. SCCCA President Albert Tseng was present at the beginning of the meeting. Tim Cheng, SCCCC manager, joined the meeting briefly to give announcements on Chinese New Year ceremony theme and call for Master of Ceremony audition respectively. Ou Qiimei joined the meeting to give service point updates.

1. PTO president Michelle called the meeting to order at 12:10pm. Mayble and Wei joined everyone shortly after.
2. PTO board members were asked to review last month's meeting minutes before the meeting. Shuping moved to approve last month's meeting minutes as it is written. Beatrice seconded it. Motion carried unanimous (note Wei voted on it later).

Last Month's AIs review

3. Last month's AIs were reviewed. Some AIs were discussed during today's meeting

Reports:

4. Movie Night
 - a. Albert reported that the movie night was a success. Approximately 100 people showed up.
 - b. Michelle said that she counted approximately 80 attendees. PTO's budget for this event was \$150; yet only about \$120 was spent for the event.
5. PTO president's report: Michelle encouraged PTO board members to attend all PTO hosted events.
6. Treasurer's Report:
 - a. Jun distributed treasurer's report.
 - b. Jun is still exploring new banks. Will move PTO money to a new bank when 3rd CD matures. PTO budget will be presented in the next meeting.

Discussions:

7. Board member's responsibility:
 - a. Tina read and distributed board members' responsibilities to each board member.



- b. RPL's responsibilities were also read in the meeting
8. PTO financial report and new bank search update
 - a. PTO service point deposit refund requests are still coming. Checks from registration are being processed and yet to be delivered to PTO. Will be able to provide PTO budget in the next meeting.
9. Sports meets
 - a. James presented his ideas of exquisite lunch menu – Lee's Sandwiches for volunteers on sport date. Everyone thought it was an easy, delicious and economical idea (kudos to James).
 - b. James reported approximately 150 sandwiches will be ordered at about \$2.50-\$2.60 per sandwich.
 - c. PTO will entertain the idea having vendor deliver the sandwiches. Joel offered to do the pick up. We will decide this when the time comes.
 - d. The topic of the number of volunteers per class on Sport Day was discussed. It was decided only maximum of 3 volunteers will be awarded up to five service points; though there is no restriction how many volunteers a class can have.
10. Service point update
 - a. Qiumei reported service points should be turned in every two-month. The first service-point report should be turned in on 11/1/2009
 - b. Last day to turn in service - point report for the school year is March, 28, 2010.
11. Teachers' appreciation snack service
 - a. Board members agree the idea is good and that it should be kept on a much small scale, so that food doesn't go to waste. Tina emphasize this is teachers' appreciation; she would like to see it as an appreciation as opposed to an obligation, like a monthly thing. This item will be discussed yet again during next meeting.
12. Discuss whether PTO should award \$5.00 per student who attends Sport Day.
 - a. A correction was made by Michelle. The topic was whether PTO should award \$1.50 to Sport Day attendees.
 - b. A motion moved to provide \$1.50 to each student athletes on Sport Day. **Motion was denied (updated on 11/15/09)**
13. email and info control
 - a. Some parents complained about too many emails come from the organization (SCCCA, ICS, or PTO).
 - b. It has been decided that all announcement(s) should flow to Principal Chen by Tuesday of each week. Principal Chen will send announcement(s) to Shuping or Tina weekly, when applicable. Tina gracefully offers to send weekly announcement(s) to RPLs. Shuping will be her backup.

Actions:

14. Establish operation budget – Michelle W., Jun, and Yan.
15. Explore new banks for PTO. Check with SCCCC treasurer first – Jun/Yan
16. Discuss how to handle teachers' appreciation snacks in the next board meeting – all

Meeting adjourned at approximately 1:18 pm.

Respectfully submitted by Shuping Yin, PTO secretary.