



## ICS PTO Board Meeting Minutes

DATE: Sunday June 13, 2010  
Time: 9:15am-11:00am  
Place: Conference Room  
9 Truman, Irvine, CA 92620

**Members Present:** Michelle Wang, Tina Young, Shuping Yin, Joel Halle, Yan Zhu, Beatrice Tseng, Mayble Cheung, James Lee, Wei Chang, Jin Xie, Lili He, & Ed Ho

**Members Absent:** Jun Li, **Michelle Jing** & Sarah Yang

**Guests:** Jerry Sun, Nancy Wang, Tiffany Lin, & Sharon Cheng joined the meeting toward the end as new PTO board member for next term.

1. PTO Secretary called the meeting to order at 9:20am
2. May meeting minutes was read. Amendment was made to the minutes. Wei motioned to accept the revised minutes. Ed seconded it. Motioned carried.

### **Reports:**

3. Financial report:
  - a. Gain & Loss for period of June 30, 2009 – June 30, 2010 is summarized as follows: PTO fees, interest/savings, & proceeds from carnival & other special events totaled at \$29,868.66. Expenses, such as sports event, teachers' appreciation, and awards totaled at \$22,158.34. Net gain/loss is \$7,710.32 for the year.
  - b. PTO voted to donate \$10,000 to ICS last month. The above statement excludes the \$10,000 that was donated to ICS.

### **Discussions:**

4. PTO board members reminisced experiences from past year fondly with each other. This is summarized as follows:
  - a. Carnival:
    - i. Beatrice noted that some games are **broken and** outdated. Next PTO board should search for new games. In addition, **we need to consider buying 75 lb weights for each canopy's leg as required by the City of Irvine regulations.**
    - ii. Buy games or other supplies around Thanksgiving or Christmas times for good savings.
    - iii. Tina mentioned PTO needs her own storage space.
  - b. Sport Event



- i. James provided a few choices of dates for Sport Event for next semester. After syncing up with Principal Chen, James reported that November 7, 2010 is day preferred by ICS.
  - ii. Jerry Sun will be Sport Event responsible person for next term. **Wei Chang** will assist Jerry in regards.
  - iii. James added that school prefers the athletic field from Irvin High School over University High School. But the rental fee for Irvin High School's field is three times more expensive than University High School's field.
  - iv. Joel commented that at the day of Sport Event, another group event was in progress at the same times, which made parking very difficult for parents. We should consider this factor next time.
- c. Shuping mentioned gift of mooncakes may not necessarily preferred by many people.
  - d. Michelle, PTO President, praised everyone but herself. In reality she is an unpretentious and unassuming leader. The PTO board has worked well as a team. **She noted that Lili will be in Charge of New Year Performance event and Maybe will assist her.**
5. PTO low income tuition credit program was a subject of the discussion towards the end of the meeting. Yan Zhu suggested the fund should be set aside as opposed to merged together with other funds.
  6. Michelle reported that SCCCA suggested that PTO adapt one responsible person per major event policy. To support major events, each event responsible person shall recruit event coordinator(s). Even coordinator will be awarded 20 service points for the school year. This will be discussed during next board meeting

### **New Members Introduction:**

Jerry Sun, Nancy Wang, Tiffany Lin, & Sharon Cheng were introduced the board as new PTO board members for next term. Each one of them gave 2 minutes acceptance speech. PTO board welcomes them to be part of a winning team.

### **Action Items (AIs):**

7. Each board member to brainstorm what games to buy for Spring Carnival.
8. Michelle and Tina to ask the SCCCC/**SCCCA** for a storage space.
9. Board to discuss what gift to give during moon Fest in the next meeting
10. Michelle and PTO treasurer to work with SCCCC/**SCCCA** center treasurer and find a way to separate funds for Low Income Tuition Credit Program from general funds.
11. Formally adapt SCCCA suggestion stated in item 6 above.
- 12. Michelle to discuss with Yan Zhu and Yun Li how to record \$10,000 fund which PTO donated to ICS.**

Meeting adjourned around 11:00am.

Respectfully submitted by Shuping Yin, PTO secretary on June 14, 2010. It was revised on June 19, 2010. Blue letters denote changed items.