

Oya No Kai

Board Meeting Minutes

Tuesday, August 4, 2009

Board members present: John Baumgardner, Sarah Stephens, Maya Mori, Julie Nieman, Teresa Schultz, Melissa Gorgan Clark, Cathy Zaerr, Alison Walcott

The meeting was called to order at 7:00 pm and was held at the home of Teresa Schultz.

Miscellaneous items of business discussed at beginning of meeting:

T-shirts: Erika (intern) will work on design for water bottles and membership stickers to be ready by Harvest Festival. The water bottle design will be similar to the one she did for Kurabu.

Kurabu: Niji requested reimbursement for expenses. Julie gave the check to Cathy, who will mail it to Niji. Tuition checks written during the summer were transferred from Maya to Julie for deposit.

Kern's flowers: Julie will look into this bill (presently unclaimed).

Westwind: Julie has looked into and taken care of the bounced checks.

New fifth grade deposits were given to Julie from Sarah for deposit into bank.

Sapporo Sister City organization is taking a group to Japan.

Meeting minutes from June were reviewed and approved with corrections.

Teresa asked for more details about the membership drive and the CD's to be mailed to each family. She was given the go ahead to research and make decisions about mailing, etc.

Interns: One more family is needed for the fall. Tax issues were discussed. We will ask Doug Lovett to give them 1099 forms. Teresa will look into the "tax treaty" between the U.S. and Japan.

Kurabu: Next year, the \$75 for lunches will go directly to host families as it has in previous years. Cathy will talk to Niji about stipends, stressing that they are stipends and not compensation. It was clarified that interns may accompany host families on vacation during the weeks of Kurabu.

Intern orientation: We would like to have information that interns are given during orientation in English, so that we also know what the expectations and standards are, including guidelines for time spent outside of school and time spent with host families. We don't yet know who will be handling the paperwork. This may be part of Michael Bacon's new job description. John B. will look into this. We would like to have the same person handle it from year to year for continuity. Japanese flash cards: John received some information about a company who provides flash cards.

Lewis and Clark: John also received information about matching up college with families in the community.

Budget: We want to approve the budget by the end of the month. We will use last year's as a starting place. Please make suggested changes by email.

Fifth grade exchange and trip manual: Masako Wieber has graciously agreed to be the fifth grade exchange liaison. We need to add this job description to the fifth grade exchange manual. The board would like to see the updated trip manual.

Website: Jean Mittelstaedt has revamped the website with new material provided by Oya No Kai. We would like to launch it now and keep her informed of corrections as we see them. The calendar is updated and linked to events.

Calendar: Sarah presented the new calendar and board members volunteered for additional duties. She will be sending out a listsev to recruit volunteers.

Intern lunches: This year, (09-10), lunches will be provided as follows:

Richmond: PPS lunches

Mt. Tabor and Grant: grocery (gift) card

Bike fleet: (Melissa) The idea of getting Bento database software was discussed. Cost is \$50 or \$150 for a multi-user license.

Membership: Sarah and Maya will send an image to Teresa. She will do preliminary layout and Micah will finesse it.

Other areas: We volunteered Melissa to be contact person for t-shirts. John and Alison will assist Maya with cultural exchanges. Teresa will sit at our table for the Harvest Festival. John will head information nights for Mt. Tabor and Grant. Cathy will work on advertising Camp Collins summer camp. John will get pack of certificate paper to complete fifth grade certificates. Teresa will take on 5th/8th grade certificates next year with the aim of finding a parent to do the calligraphy. Julie and Teresa will do teacher thank-you cards.

Constant Contact: Please submit articles/information to Alison by the 15th of the month, with a target of the 20th for publication.

Flap Grant meeting: John will send dates to Sarah to add to calendar.

Auction: We need a technology chair who would be able to handle the merchant account and to determine what is needed. We also need procurement help. Two names were mentioned. Alison and Aimee Virnig were mentioned in connection with figuring out how to include alumni. Teresa volunteered to be volunteer coordinator! John has a name of an auctioneer, and we think Aimee Virnig also knows it. We are planning on having 15 live auction items.

Our meeting concluded at 10:22 pm. Our next meeting will be held August 25th.

Respectfully submitted,

Cathy Zaerr

ONK, secretary