

Oya No Kai

Board Meeting Minutes

Tuesday, September 22, 2009

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

Guest: Jennifer Lootens

The meeting was called to order at 6:45 p.m. and was held at Cooper's Coffee.

Meeting minutes from August were reviewed and approved with corrections.

- I. Financials: Julie passed out reports. A question was raised about eighth grade trip refunds. How have refunds been determined in the past? She will check in with Sally Valentine, Meg Matsushima and Aimee Virnig.

Twelfth grade class excess funds will be incorporated into the general fund.

- II. Old Business:

- a. Action-to-do list

- i. 1099 question. Tabled until John is available. We will try to get an answer ready for next year's interns.
    - ii. Our goal is to set information nights at Mt. Tabor and Grant before lottery dates.
      1. We will try to have our date close to the student's visitation day at Grant.
      2. Kurt will find out the dates for this.
    - iii. Nine's Give a Day, Get a Night- Sarah will resend this information. This offer is valid until 12/31.
    - iv. Oya No Kai board binders: Sarah will get these out to us after the auction.

- b. CD membership fall drive

- i. Maya will format the letter on ONK letterhead and send to Teresa.
    - ii. CD production has been delayed, and will be ready later than the first week in October.

- iii. Items included: membership letter/form, auction postcard, and CD.
    - iv. Maya will ask Phil Plummer to send directory to Teresa as a database.
  - c. Fall t-shirts and merchandise
    - i. Sample of t-shirt will be ready Thursday, Sept. 24<sup>th</sup>
    - ii. Order forms will be made available at Mt. Tabor and Grant.
    - iii. Everything should be ready to sell at Harvest Festival.
    - iv. Jennifer Lootens mentioned using the design on silkscreen banners, having the 5<sup>th</sup> and 8<sup>th</sup> graders sign them in English and Japanese, and selling them to raise funds for the exchanges.
  - d. Directory is on track, with wave logo to go on cover. Forms are due September 25<sup>th</sup>. Maya needs someone else to do delivery.
  - e. Databases: Melissa is ordering Bento.

### III. Auction

- a. Procurement team meetings are being held every week.
- b. Kurt will try to generate spread sheet from prior auctions and send on to procurement team.
- c. An MC is still needed.
- d. Steve Dorsey is the auctioneer.
- e. Auction planning meeting will be held every other week.
- f. Paulla Dacklin, art teacher, is working on student/class projects.
- g. Technology person is still needed.
- h. P.R. person needed for press releases and print ads.
- i. Table and sponsors needed.
- j. Teresa will be the lead on thank you notes, using ONK cards.
- k. Question- How do we make the 20<sup>th</sup> anniversary event special? Will Luers is creating a slide show for dinner entertainment. Alumni speakers include Rachel Seeman, Rose Queen 2009 and JMP graduate.

### IV. Mt. Tabor

- a. B-B-Q Friday, Sept. 25<sup>th</sup> (no homemade food)
- b. Sarah and John will meet with Ms. Truong about before school supervision.
- c. There have been some structural changes to Hawthorne and Tabor-san lodges.

V. Westwind:

- a. A second weekend is available. Do we want it?
- b. Non-profit rate is \$1,890 per night, which breaks down to \$12.66 per person per night before food costs.
- c. Board says, "yes" to additional weekend
- d. Jennifer will get newsletter out
- e. Rich Burt will help
- f. Dates: May 21-23 and May 28-31 (Memorial Day weekend).

VI. Fifth grade cultural exchange- Chaperone applications due October 15<sup>th</sup>.

VII. Interns-

- a. ONK will follow PPS guidelines for teachers in regard to H1N1.
- b. Tutoring issues to be placed on the agenda for our next meeting.

VIII. Homework club: Hirahara-sensei is the director, and it will begin in December.

IX. ESL classes will switch to Thursdays, following Homework Club. Jennifer Synder would like to purchase supplies in lieu of a salary. She will send her purchase amounts to Maya. The board votes, "yes".

X. New business:

- a. PPS-Big Tent
- b. New web site system
- c. ONK listserv may become obsolete
- d. 3<sup>rd</sup> grade survey- Angie Tomlinson

Our next meeting will be held October 27<sup>th</sup>, 2009

Respectfully submitted,

Cathy Zaerr

Oya No Kai, secretary