

Oya No Kai
Board Meeting Minutes (Final)
Tuesday, January 22, 2008

Board members present: John Baumgardner, Cathy Zaerr, Kimi Nam Sarah Stephens, Holly Watson, Cathrine Collins, Aimee Virnig, Kurt Lootens, Angie Tomlinson. Guest: Kathryn Anderson.

The meeting was called to order at 6:55 P.M., and was held in the staff room at Richmond Elementary School.

The meeting minutes from December were reviewed. John made a motion, seconded by Angie, to approve the minutes with changes. Motion was accepted and minutes approved. (9-0).

Financials:

Cathrine passed out December's deposits and expenses. She is looking into the November calligraphy charges and sending out the 2014 class reimbursements. She explained that Westwind costs are increasing by \$1000, and that does not include transportation costs.

Wells Fargo Accounts:

business checking:	\$80,648.57 (scrip)
	\$67,295.00 (general fund)
business market rate account:	\$ 4,563.07 (floating account)

WAMU around \$40,000

Cathrine strongly suggested hiring a bookkeeper. The current process is frustrating and bogged down. Cathrine thinks it would be a one day a month job once this are caught up. John did get a response for the assistant treasurer position. Amiee suggests hiring out. Doug Lovett, our tax preparer, has related that we don't need an audit. John estimated that the cost of a bookkeeper would be \$1000 a year.

Doug needs a trial balance sheet for the fiscal year. Cathrine's piece, the check book, is up to date through November.

Aimee will get the name and number of a bookkeeper to Cathrine.

Catherine Malone wanted information about the Cultural Center Garden Fund. Cathrine addressed this.

Keiko Lull, pre-K parent, responded to John's email about the open board position. She is a Japanese speaker with accounting skills and background, and is looking for a volunteer position. John will meet with her soon to discuss our situation.

Grant Committee report:

Angie initiated contact with David Jones of the Japan Foundation.

Grant committee is meeting next Monday.

Angie will take past directories to Kinko's for copying and will also contact Phil Plummer/Anita Jones (anotherjones@sprintmail.com) for past directory information.

Grant High School report:

Tuesday, Jan 15th, 30 out of 36 current eighth graders shadowed students at Grant. Thirty-one are tending towards Grant. Kurt is working on helping resolve a classroom/homework issue.

Mochitsuki report:

We agreed to pay Daigo-sensi \$100 for her help with the calligraphy table. Performance tickets will be purchased for the interns. Almost all of the interns will be taking a shift at the calligraphy table. Please sign-up for a shift at our table. Karabu will have a table with two high schoolers assisting Niji Riegler.

Mt. Tabor report:

There was a question about volunteer help. (Since our meeting, Cathrine has shared a letter from the Tabor teachers indicating that they are happy with their volunteer support).

Intern report:

Sarah reports that all is running smoothly. The interns are thinking about going home (in March). There will be a going away party in February. New intern information is coming. A meeting is scheduled for Feb. 6th for interested host families. Three families have signed up so far.

Richmond will provide orientation on site for Richmond interns.

Special event report:

We don't have a room reserved. General consensus: let's get the numbers balanced and then we will plan an event. Spring Festival is scheduled for May 17th.

Fifth grade exchange:

Fifth grade is on track with their finances. The See's Candy sale is the last fund raiser. Thirty-one out of forty-four students are going to Japan. Of the 13 not going, nine have one parent who is Japanese, two families don't like all the forms, and one had an older sibling who had an issue with his/her exchange. Nine chaperones are attending, and there are two partial scholarships. This year's exchange will be skipping Numazu, and visiting Fukano and Kobe.

Old Business:

Kobe visit: February 8-15. Oya No Kai will pay for pizza at the ice skating party on Feb. 11th. On Feb. 9th, John will host a party at his house for the visiting teachers and those with host connections. Board members are invited. Bring food if you want. There will be tea ceremonies on Feb. 12th and 13th.

Sapporo Group: They spent a day observing at Richmond, Grant and Tabor. A dinner was hosted by Kathryn Anderson for the teachers. The Counsel General hosted a dinner. The Sapporo Sister City organization will have its 50th anniversary next year. Staff exchanges are being looked at now, with student exchanges a possibility in the future.

New Business:

Melanie Scheuermann has designed three options for new Oya No Kai letterhead. The website needs updating.

Meeting adjourned at 8:50 pm. The next meeting is scheduled for February 26th, the fourth Tuesday of the month, to be held at Mt. Tabor Middle School.

Respectfully submitted,
Cathy Zaerr