

Oya No Kai

Board Meeting Minutes

Tuesday, March 31, 2009

Board members present: John Baumgardner, Cathy Zaerr, Julie Nieman, Alison Walcott, Maya Mori, Sarah Stephens, Aimee Virnig, Kurt Lootens, Angie Tomlinson

Guest: Melissa Gorgan Clark

The meeting was called to order at 7:00 pm and was held at Cooper's Coffee. The meeting minutes from February 24 were reviewed and approved with changes.

**Financial report:** (Julie) Julie has finished making adjustments to the 7<sup>th</sup> grade/auction 2007 accounts. Sarah would like to know the true cost of the intern program and use that firm number for planning and fundraising purposes (5<sup>th</sup> grade dinner). Our goal will be to be able to fully fund 17 interns (as our program grows). Michael Walcott needs to bill ONK for his ESL services. Jennifer Snyder is considering purchasing ESL supplies out of her salary. The posting of class balances will coincide with the opening of the new website.

**Old business:**

John nominated, and Aimee seconded, Sarah Stephens to be vice president. The vote was (6-0). Congratulations, Sarah!

John will send out a message on the listserv seeking nominations for the open board positions.

YMCA camp: John discussed the YMCA camp experience to be held at Camp Collins. The target age is 8-17 and there is room for 200 campers. Estimated costs are between \$400-\$600. Campers from Japan would spend a week at camp, and then follow-up with a home stay experience. Possible dates: August 2-8. There may be opportunities for 4-5 high school volunteers, aged 16 and up. There may be an additional opportunity for the interns during the second week. Looking towards the future, there is a possibility of expanding the program to our other sister schools. John proposed that we support this program. The vote was (8-0) in favor.

Asia Fest: The board decided not to participate in this event this year.

Networking opportunities with other ONK-type organization were discussed, as well as intern retention.

Master-to-do-list: On what shall we focus our attention? (a few ideas are listed below)

1. Membership, mailing (CD)
2. Cultural events- perhaps a meeting in June with Michael Walcott to plan out some events
3. 20<sup>th</sup> anniversary dinner
4. Alumni database
5. Compilation of position papers

**Committee reports:**

**Interns:** goodbye events went well. Melissa shared information about host families. There will be a mandatory move on October 11, 2009, so that all interns experience more than one host family situation. The Fall family list is full, with a wait list, and the Spring list is started. All host family-homes were visited, and all live within a five mile radius of one of the three schools. A database is being set up to help keep volunteer -background checks up to date. Translators are being recruited to help with orientation materials. Melissa is also working to create a bike fleet for the interns.

Maya worked with Paula McCullough on intern classroom assignments. Pre-K will have one, Kinder and first grade will have two, grades second and third will have one, and grades four and five will share an intern. Mt. Tabor has two and Grant has one. ISEC is still recruiting interns at this point. Interns will arrive in mid-April, and Maya has scheduled orientation for April 17<sup>th</sup>. Sayo-san wrote reports for them about Westwind and Kurabu in both Japanese and English.

**CD's:** The CD's are ready to be copied at a cost of \$1.39 (or lower for high volume). All Japanese Immersion families will receive one with an ONK membership brochure and a request for a donation. The board decided to press 800 copies and to discuss mailing options at a later date. A big thank you to Melanie Scheuermann for her help with this project (and to you, too, Maya).

**New ideas for T-shirts and other small items:** 1) design contest, 2) comic artist design (rights given to ONK by artist) 3) use Maiko Handa's Japanese princess for water bottles, 4) string backpacks, 5) messenger bags.

**Communications:** Maya and Jean Mittelstaedt are working to launch the new website. Alison is looking into using Constant Contact for Oshirashe- type communication. The board voted (9-0) to budget \$253 for a yearly contract. Alison is also working on alumni relations. There are many FaceBook pages available for exchange of information: interns, host families, etc.

**Fifth grade exchange:** a potential health issue was discussed.

**Westwind:** Application available on Thursday, April 2<sup>nd</sup>.

**Kurabu:** Cathy shared the proposed budget.

**Eighth grade exchange:** going well. Chaperones are meeting with their groups on April 20<sup>th</sup>.

**Dinner in the Fall:** Sarah is working to revamp the big dinner to a pre-K through 12<sup>th</sup> grade event, to take some pressure off the 5<sup>th</sup> grade class. This idea has the support of the three Richmond organizations and Cynthia Gilliam. Chairing the auction would not necessarily be the responsibility of the fifth grade class. Goal: 60-65K.

Meeting adjourned at 9:22 pm.

Respectfully submitted,

Cathy Zaerr