

## Oya No Kai Board Retreat

June 6, 2010

Members present: Maya Mori, Alison Walcott, Julie Nieman, Teresa Schultz, Cathy Zaerr, Sarah Stephens, Melissa Gorgan-Clark, John Baumgardner, Jeanne Kaliszewski

The meeting was called to order at 9:30 am and was held at the home of Maya Mori.

Executive board members were voted in as: Sarah Stephens, president, Maya Mori, vice president, Julie Nieman, treasurer, and Cathy Zaerr, secretary. Jeanne Kaliszewski was welcomed as a new board member.

**By-laws:** fifth grade chaperones (unpaid) are covered by our insurance policy.

What do we know about by-laws? They are the rules that we operate under. They can be amended and should be kept up to date. If there are questions, we need to look to the by-laws. Today we are looking at the 2006 by-laws and revising them, looking to committees and to adding an indemnification clause.

All members present reviewed the by-laws. Teresa Schultz will make changes to the revised document and distribute by email to members. I will record major changes here as well. All references to JMP will be changed to Japanese Immersion Program, our formal name as recognized by the district. We have questions about Section 1.3, B-G that we will forward to Jim Oberholtzer, who is helping us with the legal language. In section 2.4, action without a meeting, we would like to include language about electronic communication. Section 2.5 will be changed to make the quorum five board members. Section 2.9 needs to connect back to section 1.3. Section 2.11 will be changed to reference "stated amounts" and a need for five affirmative responses. Section 3.2 will be amended to include the president's discretion to approve expenditures of up to \$500.00 not included in the approved budget and will notify the board within three days or as soon as reasonably possible. We stopped at Article IV and will return after a discussion on committees. Article VI may need to include newer language, and specific cases need to be run by Jim.

**Committees:** Going around the table, we described our current tasks. Julie, treasurer, Cathy, secretary (responsible for minutes), membership roles, thank you letters, Kurabu registrar/liaison, Mochitsuki liaison and gift wrap chair. She wants to shed membership. There was a discussion of switching membership over to the directory person, and including a box on the directory form asking individuals if they want to be a member of Oya No Kai. Sarah is our president and co-chair of the auction. She needs not to be in charge of all the day-to-day minutia associated with running Oya No Kai. Melissa is home-stay coordinator and bike guru. Teresa is current fifth grade liaison and did membership drive last year, but not next year. John is Grant liaison, FLAP grant liaison and advocating for the Japanese Immersion Program in the high school redesign project. Alison did constant contact, read-a-thon, fashion show and would like to be involved with the home exchange committee (finding places for the Japanese students when they come to visit) and Camp Westwind liaison. Maya is co-chair of the auction, is intern coordinator, did the directory last year, but is handing this off to Jeanne for the next year, and stepped up to fill the role of t-shirt person last year, and everything else that needed doing (along with Sarah).

**Intern report:** During lunch, Maya updated us on intern concerns. These issues are resolved. Thanks Maya!

T-shirts and other gifts: How shall we handle this? Do it at all? Pre-orders only? It is a good public relations tool and we use a lot for international gifts. The fifth and eighth graders can use them on their exchanges. Jeanne will take on the initial part of this project. She would like help with the design proofing and ordering of the shirts.

**Calendar:** We updated the calendar, adjusting dates for 2010-11. We are trying to take out events that do not support our mission of intern support and cultural exchange. We are planning a three school informational night for our 5<sup>th</sup>/8<sup>th</sup> and high school exchanges. Attendance at the Harvest Festival is not yet decided. Jeanne will head up membership drive, and Alison will run the read-a-thon in December. The auction will be held in the first weekend in February. Intern appreciation night will be held after the auction, near to the time they are getting ready to depart.

**Fifth grade exchange update:** Forms and policies need to be reviewed and it will take longer than we have today. Chaperone application, volunteer status, student forms, and granting of scholarships are some of the areas needing review and revision. All board members need to be fully up to speed on all aspects of the trip. Teresa can look at this after mid-July and proposes an August meeting to share the information with the board. Proposed date: August 5, from 5 pm to 9pm at Teresa's house.

**Grant High School report:** John Baumgardner will be having a party at his house to thank our big donors. There is a Grant Japanese Immersion Program page on Facebook. Seitokai would like to hold some fundraisers for their high school exchange. They would like to have a student on the board. Confidentiality issues would prevent attendance at all board meetings, although a representative would be welcome at the first part of our meetings.

**Westwind:** The board is looking forward to hearing about new ideas for registration for upcoming years from Rich and Jennifer.

**Coffee Ladies:** The fund raisers are considering switching the proceeds from coffees sale to go to class funds.

The meeting ended 3:30 pm. Our next meeting is scheduled for August 5<sup>th</sup> at 5 pm.

Respectfully submitted,

Cathy Zaerr, secretary