

Oya No Kai

Board Meeting minutes

Tuesday, November 18, 2008

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

Guests: Alison Walcott, Andy Felcher

The meeting was called to order at 7:20 pm, and was held at Sckavone's Restaurant. Meeting minutes from October were reviewed and approved with corrections. (8-0)

Financial report: Julie handed out the class fund summary as of 10/31/08. Some questions remain: 1) possible over payment to Foundation, 2) do we owe money to PTA, 3) ONK \$ to go to intern fund, 4) 10th grade beginning balance, 5) 7th grade beginning balance.

Larger question: Should deposits be counted as income?

Please review document and email Julie with questions. There were some accounting errors in prior financial year (transfer of funds was called income).

Budget: reconciled up to October. Budget meeting to be held Dec. 1st. (actual meeting was held Dec. 9th)

Communications: (Maya) Directory is almost completed, with a few new areas added. Maya sold \$1600 in ads. She is considering printing smaller directories and selling them for \$5, as well as handing out the current size, one per family. Perhaps a digital booklet will be created next year. The cover will be based on Our Dreams Take Flight program cover.

Credit card machine: Looking into a wireless model. Maya will put a proposal together by next meeting.

Website: Maya will meet with Jean Mittelstaedt. Please check out your area of expertise on the website and give feedback to Maya. She is also adding a Friends of Oya No Kai page.

Newsletter: There was discussion about having a once a month announcement with bulleted items. (?)

Interns: (Sarah) One intern is moving in December. Ritsuko-san has booked the Japanese Garden Pavillion for the good-bye party, March. 8th.

Craft night: Interns can sell their crafts and sweets. They will be located in the breezeway. We agreed to give them funds to buy craft materials. There will also be a host-family recruitment table nearby.

Fashion Show: Alison, Maya and Desiree (Miller) are working on the details of this project, including: venue, DJ, videographer, models. It will showcase Japanese inspired clothing, be held in May, and involve Grant High School students. Tickets will be priced around \$30-40, and proceeds will go to intern fund.

Foundation news: Andy Felcher, Richmond Foundation president, shared plans for a “Dining for Japan” fundraiser, to be held in April. Foundation requests help spreading the message to the larger Japanese community. Proceeds would benefit the intern fund.

Fifth grade: See’s candy fundraiser running this month. Craft night dinner sales will benefit 5th grade class (as they are doing all the work

Our Dreams Take Flight Dinner Gala was well received and successful in raising scholarship money and in promoting the intern fund.

Mt. Tabor: First exchange deposit due. Grades are coming out. Interviews for eighth grade chaperones are being held.

Grant: Grades are out. Remember to invite Grant and Mt. Tabor to craft fair.

Old Business:

1) vacant board seat. Aimee proposed we elect Alison Walcott to fill the vacant board position. Maya seconded the motion. Alison is now a board member (8-0).

2) Film Festival planning: Alison is joining Maya and Angie as planners for the event. There is not a specific fundraising target for this project.

New Business:

1) We are working on a six month action plan. First we need to finalize the budget, and then begin planning.

2) Flap Grant: Kurt is working to find a PPS person to help explain grant to parents.

Our next meeting will be held December 16, 2008, 6:45 pm, at the home of John Baumgardner(delayed due to inclement weather).

Respectfully submitted,

Cathy Zaerr