

Cedar Crest Academy Bellewood Parent Association
Meeting Minutes
10/4/2024 2:00PM

CALL TO ORDER

The meeting was called to order at 2:00PM PST on Oct 4, 2024

ATTENDEES

Michelle Wang, Shu Huang, Mimi Li, Lumi Feng, Elena Saygo, Kathy Guo, Yingying Feng, Tan Shu, Michelle Li

ITEMS

Membership Dues

- *Presented by:* Michelle W
- *Discussion/Notes:* Michelle discussed the current status of membership dues. A review of how many families have paid and strategies to encourage more participation were outlined.
- *Action:* Membership payment channel will be removed from the PA website. The school will charge the 23 families who have not been paid through the Brightwheel by the end of this year.

Annual Meeting Time

- *Presented by:* Michelle W
- *Discussion/Notes:* The date and time for the annual meeting were discussed. Michelle suggested multiple potential dates and proposed to post a vote in the WhatsApp group to finalize the most convenient time for everyone. There will be a virtual meeting for all parents who are interested in joining for nonprofit compliance. Slides will be shared with parents.
- *Action:* each board member has a slide to talk about job responsibilities and present to the parents.

Library Grant Application (Voting Required)

- *Presented by:* Mimi
- *Discussion/Notes:* Mimi discussed the library grant application and emphasized that voting is required to move forward with the application. Mrs. Divya initially requested \$600, and the PA decided to increase the amount to \$700 for a wider variety of books. The PA will write a check to the school for the purchases. Elena suggested that Mrs. Divya could create a wishlist for parents, and Mimi mentioned that the wishlist can be posted on the PA website for easy access.
- *Outcome:* everyone voted yes.

Book Drive in October

- *Presented by:* Mimi
- *Discussion/Notes:* Mimi provided updates on the upcoming October book drive. She outlined the plan for collection and distribution and encouraged participation from all families. The importance of promoting the event within the community was highlighted.
- *Action:* Donations from parents will be collected and students will be rewarded with small gifts. Anything that the school does not need will be donated to the local libraries.

Preprimary Event Updates

- *Presented by:* Michelle Li & Lumi
- *Discussion/Notes:*

Event 1: Police Officer Visit

- **Date:** October 9, 2024
- **Details:** A local police officer will give a talk focused on cooperation and community engagement. Officer Greg will also showcase a patrol car to the children.
- **Cost:** Free

Event 2: Halloween Character Meet-and-Greet

- **Date:** October 24, 2024
- **Details:** A meet-and-greet with characters Elsa and Spider-Man. Children will have the opportunity to take signature photos with them.
- **Cost:** \$275

Event 3: Lunar New Year Celebration

- **Date:** January 29, 2025
- **Details:** Andy and his girlfriend will perform traditional Chinese entertainment, including Sichuan face-changing and acrobatics.
- **Cost:** Free for a 30-minute show

Event 4: Bubble Man Event

- **Date:** March/April 2025
- **Details:** A performance by a 71-year-old bubble artist from Seattle.
- **Alternative:** Devi Dave if the bubble artist is unavailable.
- **Cost:** TBD

- *Action Items:* Photographers are needed for the October and November events. Michelle W will inform the school about volunteer opportunities and send out emails to parents.

☐ School-wide External Event Ideas

- *Presented by:* Michelle W
- *Discussion/Notes:* Michelle W presented a series of ideas for school-wide external events, focusing primarily on the potential KidsQuest Museum event. Key points discussed:
 - **KidsQuest Museum Event:**
 - **Cost Considerations:** The group debated whether the event should be free for families or if there should be a charge. Registration is planned for early November, and the website will be set up for event notifications.
 - **Budget:** The current event budget is \$3,000–\$4,000, but the true cost is estimated at \$6,500, which includes tips and snacks.
 - **Funding Options:** Various strategies to charge attendees or fundraise to cover the additional costs were discussed. Some options included:
 - Selling **electronic tickets** for convenience and reliability.
 - Setting a **250-person capacity** limit for the event venue.
 - No volunteers required for the event, though tips will be paid.
 - Distributing event information through a **monthly email or newsletter**.
 - Utilizing a unique CCA stamp for ticket authenticity.
 - **Proposed Activities**

- **Rock Activity** – suitable for ages 6 and up.
 - **Slime Activity** – suitable for all ages 3 and up, to be held in the party room and divided by groups.
- **Upcoming Events**
 - Disney on Ice
 - December Holiday Celebrations: Potential activities or events for the holiday season.
 - Winter Celebration: Group gift cards for teachers were proposed as part of the winter celebrations.

ADJOURNMENT

The Board Meeting was adjourned at 3:00 PM PST.