

Cedar Crest Academy Bellewood Parent Association

Meeting Minutes

9/6/2024 2:00PM

CALL TO ORDER

The meeting was called to order at 2:00PM PST on Sep 6, 2024

ATTENDEES

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

ITEMS

Board Member Introduction

- *Presented by:* Michelle W
- *Discussion/Notes:* Introductions of all board members were made. A high-level overview of financials, plans for preprimary and elementary, and upcoming events was provided. Key topics included current school activities and areas to focus on for the year.
- *Action:* Continue raising questions or concerns in the WhatsApp group, as there is only one meeting per month.

Financial/Budget Update

- *Presented by:* Jessica G
- *Discussion/Notes:* An overview of the current budget was provided.
 - Yearbook Fund: \$1,000 allocated for free yearbooks for teachers.
 - Programs: Author visits, field trips, in-house events, and grade-level socials are traditional for Bellewood.
 - Teacher Appreciation: Currently undervalued due to limited budget. Previously \$25 per teacher, potentially increasing to \$35 if all dues are collected. PA aims for more tangible appreciation, though significant contributions from parents, such as gift cards, are helpful.
- *Action:* Remind parents about upcoming teachers' birthday and send links for gift cards.

Field Trip Cost Contribution Increase Per Student (Vote Required)

- *Presented by:* Jessica
- *Discussion/Notes:* A proposal to increase the field trip contribution was discussed. A vote is required for approval.
- *Outcome:* Everyone voted yes.

Membership Dues

- *Presented by:* Michelle W
- *Discussion/Notes:*

- Current percentage of paid memberships is around 60% (97 families).
- A \$50 winner is picked randomly from paid members: Mengxiao Zhang.
- A thank-you token for additional donations or matching contributions was discussed.
 - *Outcome:* Everyone voted yes.

□ **Annual Meeting Planning**

- *Presented by:* Michelle W
- *Discussion/Notes:* Introduction and proposed dates for the annual meeting were discussed. Michelle will post a vote in the WhatsApp group for final decision.

□ **Teacher Birthday Celebration - New Routine**

- *Presented by:* Ting
- *Discussion/Notes:* A new routine for teacher birthday celebrations was proposed. A \$30 half-sheet cake will be purchased from Costco for monthly birthdays. Each teacher will receive a \$25 gift card and a \$5 small gift.

□ **Yearbook Update**

- *Presented by:* Elena
- *Discussion/Notes:*
 - Status of yearbook preparation.
 - Discussion on discounts and volunteer recruitment.

□ **School-wide External Event Ideas**

- *Presented by:* Michelle W
- *Discussion/Notes:*
 - Dave & Buster's event in Bellevue was discussed. The Dave & Buster's event in Bellevue is tentatively scheduled for December 10, 2024, from 6 PM to 8 PM. The budget is set at \$1,500, plus \$30 per guest, with a minimum expense of \$200. Meals are the largest expense, and the proposal suggests that parents pay for their own meals, while children's meals will be free. Further discussions will continue in WhatsApp, and a poll will be conducted there to gather feedback.
 - More event ideas are needed for winter/spring.

ADJOURNMENT

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