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.