Meeting called to order: 6:06 pm

Roll Call – Board 2019 – 2020

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
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<tbody>
<tr>
<td>President</td>
<td>Eric Chamberlain</td>
<td>P</td>
<td>Communications</td>
<td>Alexandra Welker</td>
<td>P</td>
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<td>Communications</td>
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<td>Director</td>
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<tr>
<td>VP</td>
<td>Melody Brown</td>
<td>P</td>
<td>Community Liaison</td>
<td>Amanda Yeung</td>
<td>P</td>
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<tr>
<td>Treasurer</td>
<td>Ingrid Feeny</td>
<td>P</td>
<td>Secretary</td>
<td>Megan Holland</td>
<td>P</td>
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<tr>
<td>Financial Controller</td>
<td>Mary Jia</td>
<td>P</td>
<td>Parliamentarian</td>
<td>Thanh Nguyen</td>
<td>P</td>
</tr>
<tr>
<td>Outreach Director</td>
<td>Lisa Yi</td>
<td>NP</td>
<td>Principal</td>
<td>Greg Hauser</td>
<td>P</td>
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<tr>
<td>Middle School Liaison</td>
<td>Jen Pang</td>
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*Not a board member, attendance does not qualify quorum

Other Attendees:
- Courtney Dezahd - Parent
- Justin Harvey - Parent
- Audrey Shaw - Parent
- Lily Chen - Parent
- Juan Araiza - Parent & PTA president

MINUTES

Approve Meeting Minutes dated November 7, 2019. Ingrid Feeny motions to adopt the November minutes. Mary Jia seconded. Motion passes.

PRINCIPAL and/or TEACHER REQUESTS/NEWS - 10 minutes

- School News
  - Holiday Boutique
  - Teacher of the Year announced next Thursday at assembly
○ Watch Dog program
  ■ About 5 people interested

● Staffing Updates
  ○ New Mandarin speaking sub hired to support 3rd grade

● Parent meeting in lieu of MIPAC
  ○ First meeting scheduled on 12/20 3:00 PM at CVHS
  ■ Teachers are hosting, parents to create the agenda

DONATIONS, BUDGET AND FINANCIALS (TREASURER & FINANCIAL CONTROLLER) – 10 minutes

● Financial Statements
  ○ Melody was added to the account this month and Thanh was removed
  ○ Wrote a check for the 6th instructional aid to Bergeson for the rest of the year for $7578
  ○ Paid 50% deposit in the amount of $1,747.50 to the gala auction company

● Invoice approval and expense reimbursements
  ○ Ingrid will write a check $893.03 to Face First for spirit wear which was approved during the November meeting

● Audit status (led by Auditor – Audrey Shaw)

● Other
  ○ Would like to consider moving money from the checking to the savings to earn additional interest from the savings account
    ■ Ingrid motions to move funds in excess of $20,000 from the checking account to the savings account. Melody seconded. Motion passes.
  ○ Tax receipts
    ■ Suggest that people request their tax statements via email for those who wrote checks. Distribute communication in Bark and Newsletter.
Tax receipts need to be sent by January 31, 2020.

- Fundraising analytics
  - Look to identify a board member to look at fundraising data and create metrics by grade

OTHER BUSINESS

- Officer, Committee & Other Updates

President (5 minutes)

- Calendar & Upcoming Events
- Kindergarten Interest/Orientation meetings
  - First orientation went well. Parents were excited about the program.
    - New first grade student enrolled
    - About 20 families attended

Vice President (20 minutes)

- Grant application
  - New York Life grant application in progress, due on Sunday 12/15/19.

- Gala planning
  - Have sold almost 3 VIP tables so far and about 3 regular tables
  - Maximum VIP capacity is 7 tables with 10 people
  - Tickets for the teachers
    - Teachers are given complimentary tickets, look for donations to cover partner/spouse/guest
  - Update Kindful for amount that can be tax deductible
    - Melody motioned to approve money for gala decorations in the amount not to exceed $1500. Eric seconded. Motion passes.
    - Megan motions to approve up to $200 for photo booth. Melody seconded. Motion passes.

- Sponsorships
Mission Statement/Program Objective and Goals

Student Ambassadors update
- 12/22/20 performance Coto’s Philharmonic Society Committee Meeting
- 1/25/20 Chinese New Year at San Clemente Outlets
- Juan to share information about Mission Viejo event
  - February 29th 7:30 AM - 11:30 AM near New Hart

Other fundraising
- Spirit wear

Outreach Director (10 minutes)
- Melody motions to reimburse Lisa Yi for $59.50 for Chinese cultural expenses. Thanh seconded. Motion passes.
- Traditional garment drive will be held Monday 12/16 at dropoff and pickup
- Jen Pang will reach out to Jennifer Hewitt about coming for Chinese New Year

Community Liaison (5 minutes)
- PTA/BESF updates
  - PTA
    - Holiday parade this weekend
  - BESF
    - Parent & Me Dance 2/7 in the MPR
    - Ralph’s program and Amazon Smile
- CUSD updates
  - No updates
- LIPAC updates
  - Scheduled to meet on 12/18

Secretary (2 minutes)
- CUSD school improvement bond update
Communications Director (2 minutes)

- N/A

Middle School Liaison (2 minutes)

- Immersion parent was held on November 18th
  - First time Spanish and Mandarin parents had met together
  - Broke out into Spanish and Mandarin groups and discuss curriculum and direction of the program
  - Expected to set up ongoing meetings

Parliamentarian (2 minutes)

- N/A

Open Discussion

- N/A

Motions

- Approve Meeting Minutes dated November 7, 2019. Ingrid Feeny motions to adopt the November minutes. Mary Jia seconded. Motion passes.
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- Megan motions to approve up to $200 for photo booth. Melody seconded. Motion passes.
- Melody motions to reimburse Lisa Yi for $59.50 for Chinese cultural expenses. Thanh seconded. Motion passes.

Electronic Motions

- N/A

Check Request:

- Wrote a check for the 6th instructional aid to Bergeson for the rest of the year for $7578 (previously approved)
• Paid 50% deposit in the amount of $1,747.50 to the gala auction company (previously approved)
• Ingrid will write a check $893.03 to Face First for spirit wear which was approved during the November meeting

Meeting adjourned 7:28 pm
Next board meeting: Thursday January 9, 2020