



ICS PTO Board Meeting Minutes on Sunday, December 4th, 2011

Time: 10:00 am – 11:00 am

Place: Conference Room, 9 Truman, Irvine, CA 92620

Minutes prepared by: Tonya Shen

Members Present: Tonya Shen, Chia Rong Lin, Andrew Ying, Emily Chien, Amy Chao, Tom Huang
Members Absent: Tiffany Sheu
Guests: Staff Chiu-Mei Chung

1. Tonya/Andrew co-called the meeting to order at 10:00 am. Emily/Tom left around 10:30am for the RPL meeting; Chiu-Mei left for office duty after.
2. Tonya provided meeting agenda and other documents through email before board meeting. The documents included PTO_Board_Meeting_Agenda_-12042011.doc and SCCCA_PTO_20111106_meeting_minutes.pdf.

Discussion item and actions:

3. Tonya proposed to approve the last meeting minutes. PTO very appreciates continuing efforts from staff Chiu-Mei Chung and Julieanna Weng in computer bag and ranch market gift card sale. Motion approved unanimously.
4. Emily/Tom reported sports day related topic, such as the sports day volunteer orientation meeting, PTO member special team job assignment and communication, items covered at the RPL meeting on 12/3 & 12/4.
5. Tonya/Andrew/Amy/Chia Rong co-summarized Holiday teacher/staff gift distribution on 11/19 & 11/20 led by Tiffany. It was a great event, went smoothly and had great feedback from staff/teacher.
6. Andrew reported Bowers Museum Group Visit event on 11/26, cooperated by Vivien Kao and Sarah Mar. It received warm welcome from parents/students, and in return benefitted PTO fund raising. We are looking forward next trip and will improve coordinating group size and guide.
7. Amy reviewed the first Sep – Nov birthday celebration party, conducted by Amy and Tiffany. Very positive responses were received from Principal Shu and participating teachers.

8. Chia Rong/Amy will distribute birthday cards to teacher/staff in a later time.
9. Chia Rong updated sale status of computer bags and Ranch Market gift card. The sale is an on-going thing and we are looking for good sale during holiday season.

Meeting adjourned at approximately 10:50am.

Next Board Meeting: January 8th, 2012 (Sunday) @ 10:00 am