

November 2024 YHALE PTO Board Monthly Meeting Minutes

A meeting of the PTO Board of Yi Hwang Academy (the “School” or “YHALE”) was held in November 2024 at 7:00pm online via Google Meet.

The meeting began approximately 7:05pm

Attendees of PTO Board Members

Sharon Chung (co-president)

Katherine Szeto (Co-president)

Peter Kim (Co-Treasurer) (**not present**)

Sun Park (Co-Treasurer)

Amitra Song (Co-chair Hospitality committee)

Christina Kosal (Co-chair Hospitality committee)

Ami Hastings (Co-chair Literacy Committee)

Tan Jiang (Co-chair Literacy Committee)

Michelle “Bora” Kim (Chair Communications Committee)

Sammie Tang (Co-chair Fundraising Committee)

Jennifer Poon (Co-chair Fundraising Committee)

Sandra Kim (Co-chair Events Committee)

Xochilt Diaz (Secretary)

Other Attendees

NONE

Agenda

I. PTO Board & Committee

A. Co-Presidents (Katherine & Sharon)

1. Welcome
2. Follow up:
 - a. Zeffy is already set up and Katherine will update with the link.
 - b. Coffee for teachers & staff- Hospitality Committee agrees that we have room for it in the budget, roughly \$200.00 towards coffee and supplies.
 - i. Supplies- lids, cups, sugar, creamers, milk etc

Holiday Gifts for staff- budget \$2000.00 for the holiday year.

3. Parents who want to donate to PTO - how?
 - a. Sun will contact Ms Veta to give PTO access to the page on the school website to allow parents to donate towards the PTO board.

- B. encourage parents to donate towards the fundraising campaign
- C. donations will be made on Zeffy
- 4. Cabinet purchase allowed.
 - a. Budget allows for a cabinet purchase for the PTO Board to put supplies and other items.
- 5. Revisit breakfast potluck for May 9th, Friday
 - a. PTO funded breakfast for staff
- 6. Intention to return for SY 2025-2026? Let us know at December's meeting

B. Events Committee (Sandra)

1. Thanksgiving can drive is going on right now
 - a. Every building has a bin to allow parents to bring canned goods.
 - b. Goods that are collected are intended to be donated to the North Gwinnett Co-op.
 - c. Need a volunteer to pick up canned good boxes to drop off at North Gwinnett on Friday November 22, 2024
2. International Night is next wednesday November 20, 2024 and we would need all PTO to help if they are available
 - a. Main building- vendors, raffle table, setup tables for each volunteer, table for t-shirt selling,
 - b. Multi-purpose room- photo wall to take pictures
 - c. Posters assigned to represent each country and each table for PTO, vendors, etc.
 - d. Vendors need to bring their own tables. There will not be enough extension cords, they would have to bring their own just in case.
 - e. For the parent volunteers they will be provided with tables, table cloths
 - f. Need to notify Ms Susan or any of the governing board members to notify enrichment program coordinators about the event starting at 6pm.
 - g. Sandra and some of the PTO members will start decorating Friday for the International Night event.
 - h. PTO members should wear their t-shirts to allow parents to know who we are.
3. Parents Night Out- Sleepover theme
 - a. Tentative for December 13, 2024

C. Treasury (Peter & Sun)

1. Budget for the school year is \$38,000,

2024-2025	TYPE	DESC	AMT		
INC	RAISED FUNDS	BNG	296.00		
		PNO	600.00		
		SPIRIT DAY	312.17		
	OTH	INT	1.23		
		SCHOLASTIC	3,901.53		
INC Total			5,110.93		
EXP	EVENT	POP	308.01		
		CNT	257.57		
		DLD	1,806.31		
	EXP	INS	1,058.00		
		PTO	854.77		
		SCHOLASTIC	3,899.62	8,184.28	Less TTL
	TTL FUNDS	TTL	5,506.38		
EXP Total			13,690.66		

- a. Submit all your expenses if you have not already done so.
- b. Need to verify if Sweet Octopus has already submitted their donation to the PTO Board.

D. Fundraising (Sammie & Jennifer)

1. Raffle drawing at International Night
 - a. Next to the PTO table
 - b. Raffling four items will be announced soon. (\$60-\$300 value)

E. Hospitality (Amrita & Christina)

1. DLD day went really well
2. Will give yellow camping chairs as a gift to all staff for December, and tumblers for May.
3. Storage bin for common go-to items
 - a. Already in the budget to purchase
 - b. Will be marked and kept under the PTO desk
4. Staff Birthday's 2024 document in the 'Hospitality Folder' in Google Drive

F. Communications (Bora)

- a. Yearbook cover contest success - submitted cover to Jostens
- b. Working on payment website for the yearbook, but will plan to use similar specs as last year \$35/parents \$30/staff
- c. Ad space will only be provided to 5th grade students

G. Literacy Committee (Ami & Tan)

1. Some internal school shakeup re: library staff. Currently unclear on path forward
2. Focus on manually cataloging books we have
 - a. Labeling with barcodes
 - b. Manually adding to database
 - c. [Image](#) preview of catalog
3. Scholastic Dollars
 - a. Considering a [binding machine](#)

II. Old Business

NONE

III. New Business

NONE

IV. Action Items

NONE

IX. Adjourned at 8:52pm