

August 2025 YHALE PTO Board Monthly Meeting Agenda

A meeting of the PTO Board of Yi Hwang Academy (the “School” or “YHALE”) was held on August 12, 2025 at 7:00pm online via Google Meet.

The meeting began approximately at 7:05 pm.

PTO Board Members

Cynthia Bancroft (Co-president)

Kelly Chen (Co-president)

Justin Bancroft (IT)

Sun Park (Treasurer)

Gabrielle Lofton (Co-chair Hospitality Committee)

Sahrish Ali (Co-chair Hospitality Committee)

Ami Hastings (Co-chair Literacy Committee)

Tang Jiang (Co-chair Literacy Committee)

Dawn Jung Allen (Co-chair Literacy Committee)

Ky Chen (Co-chair Communications)

Shannon Williams (Co-chair Communications)

Christine Hsieh (Co-chair Events and Fundraising Committee)

Michelle Glover (Co-chair Events and Fundraising Committee)

Attendees Present

Kelly, Cynthia, Christine, Dawn, Gabrielle, Justin, Michelle, Sun, Tan, Sahrish, Ami

Agenda

Welcome & Announcements

1. Welcome new members!
2. Discuss General PTO Meeting
 - a. Focus on adding committee members
 - b. New building - separate classroom for kids
 - c. Pizza - charge 5 per person
 - i. Pay zelle or zeffy - enter Child name, grade
 - ii. Sun to pickup Costco pizza
 - d. Need at least 4 non board volunteers - get 5 dollar coupon to bbq chicken!
 - e. Raffle
 - i. Dunkin gift cards / QT / Moes - Cynthia
3. Tears and Cheers

- a. 8/15 - Kelly, Gabrielle, Michelle, Shannon
- b. 8/22 - Cynthia, Michelle, Gabrielle
- c. 8/29 - Kelly, Cynthia, Michelle, Sahrish

PTO Board & Committees

A. Co-Presidents (Cynthia, Kelly)

- 1. What is the best method of communication for the group and individual this school year?
 - a. Maybe try out Google Chat
- 2. Teacher Birthday List is compiled under Hospitality -> Room Parents folder
- 3. Week after General PTO meeting, each committee needs to reach out via email to all current members signed up, and schedule host virtual informational meeting. This meeting will be to set expectations for parents on providing more details of the committee. If you would like to, you can establish your own separate reoccurring meeting that is specific to board.
- 4. I want to connect <https://yhalepto.org/> to link to <https://sites.google.com/yhalepto.org/yhalepto/home>
- 5. Diane Oh (doh@yhale.org) is YHALE’s new Event and Marketing Coordinator
- 6. How much can we commit to picture day? (9/9-9/10). Parent volunteers to help with lines, cleaning up kids, extra clothes (5 needed per shift at least)

B. Treasurer (Sun)

- 1. Discuss Peter’s departure from Yhale PTO
 - a. Peter has withdrawn from YHALE PTO board
- 2. [2025-2026 Operating Budget](#)
- 3. Aug 2025 Summary

GROUP	EVENT	EXP	INC
EVENTS	POPSICLE PLAYDATE	\$ 178.02	
	TEARS & CHEERS	\$ 32.99	
FUNDRAISING	PASSIVE		\$ 480.76
	UNIFORMS/SUMMER SHIRT SALE		\$ 136.00
PTO	ORIENTATION	\$ 161.28	
	PTO	\$ 1,302.00	
Grand Total		\$ 1,674.29	\$ 616.76

- 4. Discussed ILD lunches and Milestone funding

C. Events and Fundraising Committee (Christine, Michelle)

- 1. Spirit days on ILD - Duluth, PTC, Suwanee, Alpharetta? Maybe have room parents set a play date for their class to get more involvement in spirit days? Funville?

- a. Discussed whether to start with Downtown Duluth or Peachtree corners. Probably go with PTC because the Acai bowl place usually donates and might have better weather in Sept.
2. Duluth fall festival parade - what needs to be coordinated and organized, set up volunteers
 - a. 3 dragons - 20 people per dragon
 - b. Truck volunteers - 3 trucks?
 - c. Need lots of candy
 - d. Need to get a sign up genius set up - Ky and Cynthia
3. Parents night out - ideas? Game night? Bingo night? Miller's Youth Sports?
 - a. October
 - b. Movie night - use popcorn machine
4. International night - charge for admission? \$2 per person? PTO table - sell drinks/water? Raffle?
 - a. Might not be able to charge admission - charge for raffle?
 - b. Check with Susan George to see if funds for events can be used
5. Misc fundraising ideas - Chick-fil-A school spirit night, add an additional Moe's night for this semester?, sell popsicles on pizza Fridays during lunch?
6. Plan is to have some kind of fundraiser going on once a month. It doesn't need to be a direct donation but what are things that they could benefit from if they were to donate.

D. Hospitality (Gabrielle, Sahrish)

1. Delivered welcome back gifts!
2. Dates for birthday treats
 - a. August 21
3. Amrita donating treats for first ILD teacher lunch

E. Communications (Ky, Shannon)

1. Yearbook Info
 - a. Theme decision:
 - i. "One YHALE, One Roof"
 - ii. "Shape Your Future"
 - iii. "Better Together"**
 - iv. "Dream Big"
 - b. Cover Contest: Sept 3-30
 - i. Create a flyer to send home with kids - Ky
 - c. Voting: Oct 13-24 (winner announced in Nov newsletter)
 - d. Cover submission date: as soon as possible
 - e. Yearbook SUBMISSION DATE: 04/01/26
 - f. ESTIMATED DELIVERY DATE: 05/06/26

F. Literacy Committee (Ami, Tan, Dawn)

1. Literacy Committee funding usage
2. Book Fair (09/22- 10/03)
 - a. Kick off fall book fair preparations – target date: week of 08/25 (confirm)
 - b. Tasks: venues, flyers, class shopping schedule, volunteer sign-up, vouchers (if applicable), promotion (Class Jojo), Facebook updates, etc.
 - c. Anything new to be added?
 - d. Target language books: Mandarin books purchased by Committee (In transit now) (100% profit back to committee); note expected profit. Korean books have been inventoried already
 - e. ELA books: Scholastic - +Middle school fair will be offered. (previously it was 'K-6')
 - f. Any suggestions from other committee members?
3. Provide a financial report within the Committee.
4. Close payment with Jojo Learning – invoice received.
5. Plan small fundraising activities (e.g., second-hand book donations and resale).
6. Library
7. Mandarin catalog books due 08/30 (Tan).

G. Closing Items

1. Questions for Mr Chung interview - send to Shannon by tomorrow

Adjourned at 8:56 PM.