

September 2025 YHALE PTO Board Monthly Meeting Agenda

A meeting of the PTO Board of Yi Hwang Academy (the “School” or “YHALE”) was held on September 9, 2025 at 7:00pm online via Google Meet.

The meeting began approximately at 7:04 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)

Tan 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, Gabrielle, Justin, Ky, Michelle, Tan, Sharish, Ami

Agenda

Welcome & Announcements

1. Annual Fundraiser is set to soft kickoff on 9/15 and end 10/25.
 - a. Email and Class Dojo notification went out today.

PTO Board & Committees

A. Communications (Ky, Shannon)

1. Yearbook contest ongoing
2. Committee mailing lists in Smore
 - a. Will have these added to Smore by 9/16.
3. Additional newsletters for this month:
 - a. Book Fair
 - b. Duluth Fall Festival
 - c. Annual Fundraiser 9/15
 - d. FTE Count Day - 10/7

B. Literacy Committee (Ami, Tan, Dawn)

Tiger Tales Book Fair:

1. Preview Days: Monday & Tuesday at Main Building (K-2) (8:45 AM – 3:00 PM) — we'll need the most volunteer support during this time.
2. Books: Ready.
3. Location and Schedule: Finalized.
4. Poster: Finished; will be sent out on Wednesday for promotion.
5. Signup Genius: In progress; planned release on Wednesday.
6. Voucher: In progress; Sunnie to set up Zeffy — is tomorrow feasible?

C. Treasurer (Sun)

1. Maternity Leave!
 - a. Still should be processing PTO reimbursements during this time.

D. Events and Fundraising Committee (Christine, Michelle)

1. Spirit day - PTC - send flyer to room parents to remind their classes
 - a. Christine uploaded flyer to Kakao and Drive. Gabby to send out flyer to room parents.
2. Duluth fall festival
3. Parents night out - Friday 10/17, movie, popcorn

E. Hospitality (Gabrielle, Sahrish)

1. First lunch planned for ILD, food served 11:30-12. New Building.
 - a. Volunteers needed from PTO to help set up - send out mail to committee
2. Mid-autumn Festival/Chuseok
 - a. Discussed need for PTO volunteers for the craft table and other activities
 - b. Need to plan it out with Diane

F. Co-Presidents (Cynthia, Kelly)

1. Governing Board Updates
2. Proposal - Mr. Chung said we can utilize the conference room during a scheduled time at the school. Utilize time and volunteers to hold "office hours" to assist with school decorations, delivering goods, and copy work. Lamination/Copy requests already go to a specific group, so this can build up on those.
 - a. Tentative start mid year in the new building.

- b. Offer it to room parents and other PTO committee members
3. Vote - Parent is offering services to provide catering. Vote to request for upcoming ILD. Other option is PTO Pot Luck Lunch in October 24th for Parent Teacher Conferences.
 - a. Decided on requesting catering for Oct 23 - First parent teacher conference day.

Closing Items

1. YHALE Annual Fundraiser is going well!
2. Cynthia to set up Fall Festival Candy donation box in each building.

Adjourned at approximately 8:15 PM.