

Parent Association of Kang Chiao International School Linko Campus

February 2019 Board Meeting

Date & Time: February 23, 2019 (Saturday) 14:00 to 16:30

Venue: Linko District – National One Community Piano Room

Participants: (attachment 1 for attendance sheet)

Board Members:

President: Diana Tu,

Vice Presidents: Sandy Chang, Yasin Chen;

Board Members: Peggy Chen, Joyce Chen, Carolien Meng, Jeffrey Peng

Chairperson: President Diana Tu

Minutes: Documentation Division

Agenda:

1. PTA Article Amendment Proposal
2. Finalizing the content of the PTA General Meeting on March 15, 2019

A quorum is present as 7 board members attended, and the board meeting commenced.

Meeting Summaries and Decisions:

1. In this semester, class representatives from 7C, 7D, 9B, and 705 were forfeited as their children transferred to other school. According to the PTA Article Nine, those vacancies are suggested to be fulfilled in the Parent's Day on March 9th 2019. According to the PTA Article Ten, the new elected class representative or deputy class representative will be the representative to the PTA instead of being committee members.
2. The main purpose of today's board meeting is to discuss relevant topics for the PTA General Meeting on March 15th 2019. Additionally, we will discuss some proposal for article enhancement, which will benefit the next PTA. The 1st version of article is not suitable for current status. According to the PTA Article 12, the PTA Board will set up finance division, campus safety division, documentation division, oversea division, bilingual division, etc... each division head is appointed by the President of the PTA from board members. Please refer to the attachment 2 for organizational chart.
3. The PTA is expected to be an efficient organization to deal with major issues affecting majority and common issues instead of single class or single student issues. In order to increase the efficiency for class representatives and board members a process to consolidate constructive feedback, comments, or recommendations, a "Standard Procedure for PTA issue handling" is

introduced; each class representative has to use the "Proposal Form" to submit a constructive proposal for common issues. Please refer to the attachment 3 for related information.

4. After one semester of PTA operation, we found out some processes, procedures, and policies have to further improve and revise in order to operate the PTA effectively. Therefore, the board members approved the following amendments to be presented to the PTA General Meeting for final approval:

(1) PTA Election and Recall Act (please refer to attachment 4)

(2) PTA Member, Board Member, Secretary-General, Advisors Selection/Election Process (please refer to the attachment 5)

The above proposals were approved (according to the PTA Meeting Procedure) to be presented to the PTA General Meeting for final approval. Please refer to attachment 6 for board members' endorsement with signatures.

5. PTA has already launched facebook and some LINE chat groups for better communication. It is suggested to set up another LINE group for bilingual section class representatives. Carolien Meng will set up the LINE group.

6. If PTA representatives, members, or standing members cannot attend meetings, the proxy must be made via an official letter of attorney to authorize a person with equal right and position. For example, class representative/deputy authorizes another class representative/deputy; a member authorizes another member; a standing member authorizes another standing member. Each person can only be allowed for one letter of attorney. Please refer to attachment 7 for Power of Attorney form.

7. Finance Section by Joyce Chen reported PTA's financial statement and details (please refer to the attachment 8).

8. For donation to PTA, it is tax deductible, and PTA will issue the official donation certificates.

107 學年度 2 月份常務委員會議

簽到表

日期：108/02/23 下午 2:00 ~ 5:00

地點：國家一號院社區

主席：涂瑜芳

應出席人數：

職稱	簽名	職稱	簽名
十年級國際部常委	彭彥傑		
會長	涂瑜芳		
	陳雅信		
	王惠敏		
	潘奇慈		
	邱素玉		
	陳宜茗		
	陳貝琪		