

2012 年 OIS PTA 議事録

Date	Decemter 6, 2012	Venue	3 rd Floor Conference room	Time	8:45 - 10:30 am
Apologies					
Attendees	John Searle, Cecilia Rawlins, Steve Lewis, Misako Shimada, Rumi Hara, Miijah Iwamoto, Mihoko Ozaki, Hyun Ju Kim, Ko ,Eun Jung, Asami Tajiri, Yumiko Okada, June Sakamoto, Keiko Takahashi, Nobuko Okuda, Mayu Yamamoto, Yuko Araki,Min Hyek				
Officers	President: Misako Shimada English Language Sec.: June Sakamoto Japanese Language Sec.: Mihoko Ozaki Liaison to SIS PA: Misako Shimada : Co-Treasurers: Miijah Iwamoto, Asami Tajiri				
School Reps	Headmaster: John Searle; HS/MS Principal: Kurt Mecklem; ES Principal: Cecilia Rawlins; Finance: Steve Lewis				

ITEM	Discussion	Action
MATTERS ARISING	Misako Shimada welcomed and thanked everyone who came to the meeting. Attendees were requested to introduce themselves to the group.	
A. 2013 PTA Members		
B. International Fair	Ms. Narita, 2012 IF Committee President, gave a brief report about the event. The IF was a great success with positive feedbacks on the various activities and booth sales in spite of the bad weather. Profit raised was ¥587,120. Ms. Narita added that the purpose of the IF was not only to raise funds, but to enhance relations between the OIS/SIS communities. Misako Shimada thanked all those who donated goods to the IF and all the volunteers who helped make the event a great success.	

C. PTA By-Laws	<p>The proposed amendments to the PTA By-Laws were presented. Misako Shimada gave several reasons to why the changes were necessary. She stated that the present by-laws were very outdated, too general, and had no clear instructions on the election procedure. Three major changes to the by-laws, those of Article IV, V, and VI, had been voted on.</p> <p>In the revised Article IV, teachers will be excluded from PTA membership (except those who have children enrolled in the school) because they are not payers of the recently introduced PTA Levy.</p> <p>In the revised Article V, it states that there shall be 2 Co-Presidents instead of the previously stated 1 President and 1 Vice President; and 2 Treasures instead of 1. Having 2 Treasurers is necessary with the increase in the PTA budget resulting from the collection of PTA Levy. It was also agreed that the role of receiving cash, and the role of recording cash receipts and making deposits to the bank should be performed by two different individuals, thereby ensuring appropriate use of funds.</p> <p>The revised Article VI clearly states the procedure of the selection of PTA representatives. It shall be in order of entrance year and in alphabetical order within the same year.</p> <p>Finally, a vote of those in favor of the entire new set of By-Laws was taken.</p> <p>A large majority voted for the 3 major amendments and the entire new set of By-Laws, and Misako Shimada declared effective the new PTA By-Laws proposed by the 2012 committee.</p>	
D. Author Visit	<p>Ms. Holly Thompson visited OIS on November 21 and 22. Ms. Rawlins reported that the event had been very successful and that it had been a great experience for the students. Ms. Rawlins recommended that in the future, the PTA ask the visiting author to bring more books for signing and selling.</p>	
E. Accounts Update	<p>Mijiah Iwamoto presented the annual report and the closing financial statement. The highlights of the year, including the projects and activities undertaken by the 2012 committee, were briefly discussed. The closing balance of 2012 was also presented. With the increase in the PTA budget due to the recent introduction of the PTA Levy, Misako Shimada stated that having an external auditor is presently under consideration. Having an external auditor will help ensure that the PTA financial statements are presented in accordance with the generally accepted accounting principles.</p>	<p>Mr. Searle checking on the possibilities of having an external auditor.</p>

<p>F. Recommendation from 2012 PTA</p>	<p>The 2012 PTA Report was presented to the attendees. Misako Shimada briefly discussed the activities undertaken during the year and who the new PTA should contact for enquiries. Activities and projects such as Movie Night, Author Visit, communication via SOIS mail, and production of the Survival Card were strongly recommended to the next PTA. More cooperation between IF and PTA reps was also suggested.</p> <p>Ms. Rawlins commented that the 2012 PTA gave a positive impact to the school through its activities and events that helped bring the school community together.</p>	<p>To be discussed by the 2013 PTA Committee in succeeding meetings.</p>
<p>G. Selection of Officers</p>	<p>The following people were appointed as 2013 PTA officers:</p> <p>Co-Presidents - Mayu Yamamoto (Grade 10 rep) and Kaori Murray (Grade 6 rep) English Secretary – Edna Nagasaka (Grade 9 rep) Japanese Secretary - Hideyo Iwamida (Grade 7 rep) Co-Treasurers – Mikako Kaito (KA rep) and Sawa Hirano (Grade 3 rep)</p> <p>The new officers for the International Fair Committee are:</p> <p>President - Manami Taniguchi (Grade 8 rep) Vice President – Noriko Wakasa (KB rep)</p>	
<p>H. Other/School Heads Comments</p>	<p>Mr. Searle expressed his appreciation to the 2012 PTA. He particularly pointed out the amendment of the By-Laws and its facilitation of the new rep selection process, along with the efforts of the 2012 PTA in welcoming new families to the OIS community. He requested that the next PTA continue these welcoming activities and the contacting of new families.</p> <p>Mr. Lewis mentioned that during the winter break, new emergency systems will be installed in the room which is now occupied by the security guards. The security guards will move to the present PTA room, and Mr. Heimer's room (next to the SIS PA room) will serve as the new PTA room.</p>	