

## 2012 年 OIS PTA Minutes

<b>Date</b>	February 29 <sup>th</sup> 2012	<b>Venue</b>	3 <sup>rd</sup> conference room	<b>Time</b>	8:45 - 10:30 am
<b>Apologies</b>	Tara Cheney, G10 rep,				
<b>Attendees</b>	John Searle, Kurt Mecklem, Cecilia Rawlins, Steve Lewis, Lyn Melville-Rea, Rumi Hara, Mijah Iwamoto, Mihoko Ozaki, Hyun Ju Kim, Stephanie Gillan, Ko,Eun Jung, Park Jung Mi, Misako Shimada, Asami Tajiri, Yumiko Okada, June Sakamoto, Rumiko Baxter, Keiko Takahashi, Michelle Hatch				
<b>Officers</b>	<b>Co-Presidents:</b> Stephanie Gillan, Misako Shimada <b>English Language Sec.:</b> Rumiko Baxter <b>Japanese Language Sec.:</b> Mihoko Ozaki <b>Liaison to SIS PA: N/A :</b> <b>Co-Treasurers:</b> Mijah Iwamoto ,Asami Tajiri				
<b>School Reps</b>	<b>Headmaster:</b> John Searle; <b>HS/MS Principal:</b> Kurt Mecklem; <b>ES Principal:</b> Cecilia Rawlins; <b>Teacher rep:</b> Lyn Melville-Rea <b>Finance:</b> Steve Lewis				

ITEM	Discussion	Action
<b>1. MATTERS ARISING</b>	Ms. Iwamoto reported a brief ASP Key chain/phone strap sale update.	The profit is banked as PTA income
A. . ASP Key Chain/Phone Strap Update	Net profit for the fundraising is 36,330yen	
B. Auhor Visit Update	Ms. Gillan and Baxter introduced potential candidates for the Author Visit.  Michael Rosen(UK), Anne Rice (UK), Morris Gleitzman (UK), Holly Thompson(Japan), Masako Meshino(Japan). Whether to share the cost with SIS or not is under consideration	Details of the each candidate including the coast to invite them will be provided by Ms. Gillan and Baxter by the next April PTA Meeting, so that the most suitable candidate will be voted by the Reps and teachers
C. Class List	In order to complete the class list with the 100 percent access to SOIS mail system by Summer break, Ms. Gillan and Ms, Shimada encouraged Reps to use several ways to approach parents. e.g. Sending questionaries by e-mail,  Ms. Ozaki asked Mr. Searle the core question as "Why the school encouraged parents to access SOIS mail", Mr. Searle explained school needs the emergency contact and very importantly by using the SOIS mail system school can keep up with the parents active e-mail accounts and that is the most efficient way to contact parents under emergency circumstances.  Ms. Shimada suggested to consider to have a "network committee"	Reps are responsible to update and keep up with the accurate contact details.
D. Survival Cards	Ms. Shimada introduced the idea to make student's "Survival Card".  SIS made a survival card for students to hold as a emergency evacuation and safety guideline in case of natural disaster. The first draft was translated to discuss further. Ms. Rawlins indicated that at least two different designs for the card is necessary for the different age groups.	To form a "School Safety Committe" is under consideration
E Grade 12 trip project	Three Grade 12 students made a presentation to the PTA and requested funding for the annual senior year trip. 14 students will make a trip to Bali to construct houses for underprivileged families. Based on past PTA support, the PTA agreed to fund the senior trip according to the forumula of 10,000 yen/student at least, The final cost of the support is not yet decided.	Grade 12 trip to be funded.

F. Event/Activities	Ms. Gillan suggested PTA to have more events as "Fun Nights", such as movie and music concert at the court yard as social gatherings. Ms. Iwamoto informed the new budget item with 100,000yen for Event/Activities expense. The purpose for the events and expence is to create a sense of community and a very positive presence and impression of the PTA	
G. Next year PTA meeting calendar dates		Ms.Gillan will finalize the next year PTA meeting dates, send it to Mr.Searle for approval.