

Horizon Japan International School Parent-Teacher Association

**PTA General Meeting
November 12, 2008**

Minutes

HJIS PTA General Meeting started at 12:15pm, November 12 in the multipurpose room. Approximately 35 parents were in attendance. The meeting ended at 12:50pm.

1. Welcome and Introduction of PTA Board
 - a. Everyone was welcomed to the meeting. Board members introduced themselves.
 - b. Everyone was thanked for their participation in Teacher's Appreciation Day and Halloween.
 - c. Mrs. Brown requested additional help as translators and an event co-chair.
2. Annual Activity Plan
 - a. The 2008-2009 Annual Activity Plan was discussed. A brief description of each event was given.
 - b. The upcoming events include the Winter Performance on December 17th at Yokohama campus and Japanese Culture Day on January 13th. Letters with more details and sign up dates will be sent home in the next few weeks.
 - c. At the February general meeting the PTA Bazaar and donations to the school will be discussed in more detail.
3. Treasurer Report
 - a. A summary of the financial transactions to date was given.
 - b. Mrs. Brown thanked everyone who has paid their dues. However, many parents still need to pay. If more income is not received, donations to the school this year will have to be significantly cut.
 - c. PTA Bank Account Info:
 - i. Yokohama Bank, Tsurumi Nishiguchi Branch Office
 - ii. Savings (ordinary) account 1511708
 - iii. Name: HJIS PTA
 - d. Last year's PTA administration asked about the difference in balance shown on the summary compared with the ending balance from last school year. Mrs. Brown indicated that this summary is just of the working budget for this school year. Any funds that were committed last year and paid at the beginning of this year were not included for the sake of simplicity. A detailed financial report was then handed out. Anyone interested in a detailed budget is welcome to request one.
4. On-going Issues Report
 - a. The new middle school PE uniform design has been completed. Parents are welcome to speak to Ms. Ueki regarding sizing and ordering.

- b. Mrs. Okuda explained that the elementary and preschool students will continue to use the Scholastic Book Order. She provided more details regarding her conversations with Mr. Federoff regarding obtaining age appropriate books for the middle schoolers.
 - c. Mrs. Brown emphasized the importance of communication. She reminded everyone about the PTA comment box just inside the door as well as the PTA website. All documents will be posted on the site. She reminded everyone to make sure that Mr. Hole has their most up to date email address in order to receive timely notices from the school.
 - i. <http://www.horizon.ac.jp/Parents/PTA/index.html>
 - ii. ID : ptayokohama Password : yoko1504
 - d. Once again the school is trying to work out parking arrangements with local businesses. No final decisions yet.
5. Open Floor – The floor was opened to any comments or questions. None were received, yet everyone was sent home with a comment sheet.