

# PA Meeting Minutes, 20. October 2016, Alicia

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## Welcome:

Absent PA Steering Committee members, Daniela & Sabine. Eli absent, Nicole represented Eli

## International Day Feedback, Nicole & Maud

- EYFS positive feedback Dragon was located after parade in the EYFS area, Great experience for them.
- Considerations for next year for hot food cooking during event, i.e. Cookery room for safety (fire alarm & sprinkler system might be triggered by smoke), need advanced notice from participating “countries” to prepare space
- Plan B ideas for high pollution index
- Andy Puttock, “Best International Day”

## PA Treasurer, Åsa

- PA has contributed approx.10,000RMB to International Day (includes reimbursements for tables, passports, stamps, etc.)

## Santa’s Secret Shop, Pearly

- Pearly – Introduction to Santa’s Secret Shop on 5-8 December, 4 full working days
- Suggestion for children to bring 100RMB to school to shop for 20-30 mins
- Isabella is in touch with Korean families to organize gift wrapping on Monday afternoon & morning shift. Pearly suggested a gift wrapping workshop so other volunteers can work the station in the afternoon shift
- Future discussion with Andy Puttock and Nicole for bus transportation for Korean gift wrapping team afterschool
- Volunteers needed for set-up before 8:30 am
- Pearly will take inventory before shopping with teams
- Nicole has given the admissions interview room from Nov. 11 for storage. Pearly will store items in her garage before Nov. 11
- Åsa, Treasurer & Pearly will discuss budget for purchasing, lunch & transportation for volunteer teams
- Pearly will work with Daniela to set up signup Genius to organize Purchasing Teams, Santa Secret Shop Working Days Teams, Gift Wrapping Teams, Clean-Up Teams, etc.
- PA to discuss with Eli for security of Santa Secret Shop during 4 working days, cover up tables, etc.

- Pearly will confirm shopping days
- Chinese Team has begun shopping on Taobao to compare online prices with market prices
- Pre-wrapping day to be discussed, Pearly suggested using a coded dot system
- Nov 11 Taobao Day will not be used this year after poor experience last year
- Pearly – Pre-shopping meeting to discuss receipts and procedures

### **Christmas Market:**

- November 19th, Saturday, 4-8 pm, Volunteers, helpers needed for Waffle stall, Glühwein, stall, & Sew Gorgeous stall.
- Sponsors for two stalls have been found. Third still open.
- Volunteers to make waffle batter. Last year not enough batter & suggestion to use cookery room as a back up to make batter if needed and set-up for the day
- Volunteers to make cookies, discussion needed to organize set-up and packing cookies
- Future discussion on budget & pricing for items, i.e. jam
- Suggested to email helpers & volunteers to remind them about contributing cookies the day before event
- Chestnuts located outside of exit gate. Signs in English and Chinese needed for nut allergy notice

### **Re-design PA poster & PA Logo, Nicole**

She will send PA Steering Committee design ideas for approval

### **Beijing Health Week**

Fun/Run Event on November 28<sup>th</sup>, Nicole

- Flyer sent out to community
- BSB to Pinnacle Plaza, Brunch provided by Juice by Melissa, Food 100RMB & 5km run near BSB
- Registration required for food

Aerobics at BSB on Thursdays 5:15 to 6pm with Carol Pratt, Nicole

**Next PA Meeting November 10<sup>th</sup>, 9:00 am**