



Tomo No Kai Board Meeting  
December 17, 2017  
Meeting Minutes

1. 12:30 PM – Call to Order at 12:42 PM

In Attendance:

Ed Hall, Erin Webb, Sara Huff, Krista Dennison, Ryan Kimura, Kehle Middleton, Sheila Hill

2. Chitose Outbound

- Discussion around including an English-side immersion teacher on the Chitose trips going forward. This is already in motion for 2018, but we'd like to put a process in place for considering this and paying for this additional expense in future years. Some suggestions were:
  - a 50/50 split between trip parents and TNK
  - a provision that caps trip cost for students and allows TNK to chip in to allow this additional teacher to go without making the trip unaffordable for kids.
  - a one-time "teacher stipend" that can be voted on by members whenever this comes up.
- Chitose outbound group parents voted 14-3 in favor of bringing along an English teacher. Mrs. Miller (new 4<sup>th</sup> grade teacher has been chosen to go). If this becomes a precedent, Mr. Thompson wants to rotate all immersion teachers through each year. Mr. Thompson will be invited to the next TNK Board meeting so we can have a discussion about this and make a plan for the program going forward.
- Maybe we can give Chitose parents a chance to raise some more money at spring auction or selling food at Cherry Blossom festival, so that they have the opportunity to earn back some money they are paying for the additional teacher this year. Ed will be sending out a Chitose parent letter with information about volunteer hours.
- We like the idea of sending along a native English speaker, from the cultural perspective, rather than only sending native Japanese speaking teachers.
- Some discussion around our non-profit mission – we are a cultural exchange, but we don't have a mission statement. Suggested we should create one. We want to make sure we are making the best decisions to benefit the teachers, students, and the program. TNK was originally formed in order to support the Chitose Exchange
- Trip is considerably more this year than last year - \$4500 vs \$3000.
- We should try to coordinate previous Chitose exchange parents' participation with the Inbound program.
- Once Sand Lake park is done, we should look at having a party and invite past participants to come and talk about their experience.

### 3. Spring Auction Planning

- Moving spring auction to April – either March 31st or April 7th. Leaning towards the 7th – Krista following up with the caterer. Need to check and see if the Davis room is available.
- Need to have some volunteers to take specific jobs and run with them. After we confirm the venue is available and the caterer can make the change, we'll have Richard change the date on website.
- Erin is going to update the spring auction donation request letter and coordinate the alcohol ask – she has an in with Odom Corp for wine.
- Kehle said the owners of the Pioneer Bar have an immersion student, and she will ask them about donating some alcohol.
- Need help soliciting donation items, collecting items, sorting items, storing items, filling out bid sheets, etc. Sheila can continue to help, but not at the level she helped with last year (solicited approx. 50% of the donations last year.)
- Maybe we try to bundle items more so that we have fewer auction items with higher dollar values.

### 4. Cherry Blossom is April 20.

- Matsumoto and Hattori aren't coordinating anymore. Kamimura and Kono will be coordinating Cherry Blossom. Joanna will also continue to coordinate. Would like to offer a few parents the opportunity to help coordinate and Chitose parents could help raise more trip money.
- Need some more discussion on how to figure out an appropriate amount of food each year

### 5. Treasurer's report – Ryan

- Ended the year with 62K, now almost at 81K, still need to process stipends and cherry blossom proceeds. Going to be giving \$300 expense stipends to the interns. Will still have money going out for the inbound program.
- Teachers ended up not going on the Fairbanks trip – language program.
- Ed will reach out to Mr. Thompson to see if any kids need help with tutoring – that used to be an expense we paid for.
- We now have a lockbox and need to coordinate checking the box. Erin drops her daughter off in the morning and can check the box and make the deposits. She can also check paypal and send that info to Ryan.

### 6. Next meeting at Erin's house – 2/17 at 10:30 AM.

### 7. Adjourn

#### Upcoming Events:

Chitose Inbound – January 8-12, 2018

Spring Auction – March 3, 2018

Japanese Speech Contest – TBA Spring of 2018

Cherry Blossom Festival April 20, 2018  
12<sup>th</sup> Grade Completion Ceremony - 5/10/18 (Dimond High Auditoria)  
Intern Farewell Potluck May of 2018  
Outbound Chitose Exchange – Summer 2018

Future Tomo No Kai Meetings:

Tuesday, January 16, 2018  
Tuesday, March 6, 2018  
Tuesday, May 8, 2018

Next Tomo No Kai Board Meeting:

Saturday, February 17, 2018?