

<p>Meeting Minutes  PTASC – HKUGA College  Academic Year 2009/10 - Second Meeting  (In draft, to be formally adopted at the Third Meeting)</p>	
Date:	20 November 2009
Time:	7.00 pm
Attendees:	Stephen Ko (Chairman) Sydney Wong (Vice Principal & Vice Chairman) Newman Chan (Vice Principal) Leona Chan (Vice Chairman) Anita Lok (Secretary) Ada Chung (Co-secretary) Stephen Hui (Treasurer) Anita Lo Charles Ng Peter Yuen Windy Leung
In attendance:	Julietta Lee (Parent Manager)
Absent with apologies:	Vivian Wong Fronnia Wong Wallace Ng

Ref.	Contents	Responsible
1.	PTA members reviewed and adopted the minutes of the last meeting taken place on 11 September 09.	
2	<p><b>Budget for PTA for 2009/10</b></p> <p>An overall discussion of the financing situation of PTA has been brought forward. During the year 2009/2010, the following expenses will be involved:</p> <ul style="list-style-type: none"> <li>- Outsourcing of the PTA web design work. A single payment of around HK\$20,000 is budgeted.</li> <li>- Parent Education Activities : 2 seminars have been budgeted, one on 12-Dec-09 and one on 24-Apr-2010. Total expenses of HKD15,000 has been budgeted and which has taken into account of supply of snacks and drinks.</li> <li>- 3 issues of PTA Newsletters to be published during the year @ HK\$3,000-3,500 per issue.</li> </ul> <p>Stephen Ko commented that the maximum expenses should in no way exceed the PTA membership fees collected at the beginning of the school year.</p>	Stephen Ko & Stephen Hui

3	<p>Office Bearer assignment of Ex-Officio (teaching staff) members</p> <p>Mr. Sydney Wong, the Vice-Principal of the school, has agreed to remain appointed as the Vice Chairman of PTA</p>	All
4	<p>Presentation on website of PTA</p> <p>Peonie Foo and Irene than took over and presented the design of the PTA website. Some attending parents proposed to operate the website as an open forum whereby parents would be able to post messages on the forum. The expected completion of building the PTA website is end-Jan 2010.</p>	Pionie Foo & Irene
5	<p>Update by Parent Education Group</p> <p>Leona Chan reported the invitation of Mr.Charles Yu as a speaker on 12-Dec-09 on cultivating 8 elements of multi-intelligence to our teenagers. An invitation for parent helpers was raised.</p> <p>Another seminar has been tentatively scheduled to take place on 24-Apr-2010. Topics to be decided.</p>	Leona Chan & Stephen Ko
6	<p>Update by Student Welfare Support Group</p> <p>Ada and Peter gave a brief report of their last visit to the Tuck Shop and invited parent participants to join the group. Periodic meetings of the group with the Tuck Shop manager was proposed. A parent raised the requirement for Tuck Shop to provide healthy meals.</p> <p>Further suggestions were also made by the group for a book fair whereby students can bring along books and collections to be sold or exchanged among them. This remains an agenda item to be discussed.</p>	Ada Chung & Peter Yuen
7	<p>Update by Student Activities Group</p> <p>Charles Ng brought along his graphic design of the 1<sup>st</sup> issue of PTA Newsletter. The design of the PTA logos and the Newsletter have been unanimously adopted by parent attendees.</p> <p>Anita Lok was assigned for the final proof-reading of articles submitted. The official launching of PTA's inaugural issue of the Newsletter has been scheduled early Dec-09.</p> <p>Peter Yuen then gave details of a cruise proposed, the cost per person and the routes. Due to space issue for a whole school activity, this remains an activity in PTA's future agenda</p>	Charles Ng, Anita Lok & Peter Yuen

8	<p>Communication with parents : network of form and class Reps</p> <p>Stephen Ko briefed members on the formation of a parent network which is comprised of form and Class representatives who then made a self-introduction to the attending parents.</p>	
9	<p>AOB</p> <ol style="list-style-type: none"> <li>1) The acceptance of the PTA logos on Newsletter and Letterhead paper have been adopted and passed at the meeting,</li> <li>2) Sydney Wong and Newman Chan remarked on a letter received from a parent commenting as to integrating the study tours into providing community services to the needy people,</li> <li>3) The Principal, Mr. Dennis Chan, elaborated the school operating at a number of non-profitable years. School fees are expected to be raised by by next school year.</li> </ol>	
10	<p>The meeting adjourned at around 9:30 p.m. The next meeting is scheduled for 22 January 2010 at 7 pm.</p>	