



**Minutes of the Committee Meeting**

Held at 6:30 pm on 17th March 2025

**Committee**

#	Name	Position	Present	AWA
1	Dr. Brown Jr., Harry Thomas	Ex-officio	Present	
2	Mr. Siu, Kwan Shing (Jerry)	Co-chair	Present	
3	Ms. Tsui, Wai Sze (Tracy)	Co-chair		Zoom
4	Ms. Yung, Kar Yee (Joyce)	Hon. Secretary	Present	
5	Mr. Ng, Chun Him Cedric	Hon. Treasurer	Present	
6	Ms. Chang, Shing Woon (Moonie)	Hon. Member		N/A
7	Ms. Chan, Ada	Hon. Member		N/A
8	Ms. Ramchandani, Mahima Kamal	Parent Member	Present	
9	Ms. Selarka, Karishma Viral	Parent Member	Present	
10	Mr. Lee, Suck Yee (Rosalind)	Parent Member		Zoom
11	Ms. Li, Yin Yee (Babie)	Parent Member		N/A
12	Ms. Tsang, Wing Ho (Wendy)	Parent Member	Present	
13	Mr. Chan, Chi Hung (Francis)	Parent Member		Zoom
14	Mr. Chow, Eddie	Parent Member	Present	
15	Ms. Ventura, Concettina	Teaching Staff Member	Present	
16	Ms. Wei, Helene	RAPT Administrator	Present	

Minutes				
#	Agenda Item	Discussion	Action/ Decision	Responsible
1	Confirmation of Minutes of the last meeting	No comments	Confirmed	ALL
2	Co-chairperson's report	<ol style="list-style-type: none"> <li>1. Poon Choi - great success, good weather, well attended.</li> <li>2. Propose to send out survey to understand what parents think about the event and any additional comments</li> <li>3. Field trips - 2 itinerary managed by travel agency               <ol style="list-style-type: none"> <li>a. Sha Tau Kok (no minimum)</li> <li>b. Double Haven, Tou Lou channel via ferry. Min 240 ppl)</li> </ol> </li> <li>4. Field trip - dragon boat parent-child workshop.</li> <li>5. All agreed to have one field trip in May. RAPT will send out a survey to see which out of the 3 activities will people choose</li> </ol>		Tracy, Jerry, Helene
3	Treasurer's report	<ol style="list-style-type: none"> <li>1. 40K Poon Choi night payment received</li> <li>2. Total in bank 1.5 MM cash and 1MM in deposit. Agreed to extend the deposit for another 3 or 6 months term depending on the best interest rate</li> <li>3. New authorized signatures (Tracy and Joyce) completed</li> <li>4. Have surplus from Fun day, so we can allocate some budget for the field trip activities. Though we need to consider the sustainability of these activities &amp; budget needed for the following years.</li> </ol>		Cedric
4	Principal's report	<ol style="list-style-type: none"> <li>1. Year 6 PYP exhibition on Apr 2nd</li> <li>2. Secondary - putting together RCHK Idol</li> <li>3. EPIC stats for Apr2024-feb25 (showing that it is popular and well used by students at home)               <ol style="list-style-type: none"> <li>a. 857 students and 55 teachers using it.</li> <li>b. Completed books: 45,459 books</li> <li>c. Reading mins: 380,508</li> <li>d. # books during school hour: 11.8K</li> <li>e. # books after school hours: 47K</li> </ol> </li> </ol>		Dr. Harry Brown
5	Administrator report	All items shared in previous points		Helene

6	Activities report	<ol style="list-style-type: none"> <li>1. Coffee morning on Mar 5th went well, we had some new parents attending, so that is great to attract new people.</li> <li>2. Joyful fruit day - propose to add additional coffee morning talk <ol style="list-style-type: none"> <li>a. Hydrofarm (organic fruits)</li> <li>b. Slow food (good, clean, and fair food for all)</li> <li>c. Can't seem to find a good date in April, proposed to add for next year's calendar.</li> </ol> </li> <li>3. Next 2nd hand uniform sales will be held on 29-30 Apr. Considering the no show of some parents, team might consider adding 1-2 more places for each time slot and will send reminder to registered parents</li> </ol>		Joyce, Tracy, Helene, Wendy
7	Funding Request	<ol style="list-style-type: none"> <li>1. Yangqin purchase for primary - 4K (Approved for 4K)</li> <li>2. Beleza XV - 25K (approved for 10K)</li> </ol>		All
8	AOB	<ol style="list-style-type: none"> <li>1. Explore additional workshops <ul style="list-style-type: none"> <li>- Ocean park (sent the information to everyone)</li> <li>- Other wellness programs (By Fun and Care EXAT <a href="https://funandcareexat.com/home/">https://funandcareexat.com/home/</a>)</li> <li>- Decided we will keep the options on the table, and discuss for the next school year</li> </ul> </li> <li>2. Membership fee for next year (2025-26) - keep the annual fee the same at \$275HKD per family</li> <li>3. Fun day date - voted to take place on Nov 29th Sat. 2025 (to avoid getting too close to the holiday activities)</li> </ol>		All