



Minutes of the Committee Meeting

Held at 6:30 pm on 5th December 2023

Committee

#	Name	Position	Present	AWA
1	Dr. Brown Jr., Harry Thomas	Ex-officio	Present	
2	Mr. Siu, Kwan Shing (Jerry)	Co-chair	Present	
3	Mr. Chow, Eddie	Co-chair	Present	
4	Mr. Shum, Stephen Wan Hang	Hon. Secretary	Present	
5	Mr. Ng, Chun Him Cedric	Hon. Treasurer	Present	
6	Mr. Tanna, Mehul Girishbhai	Hon. Member	Present	
7	Ms Bannerji, Devina	Hon. Member		AWA
8	Ms. Chang, Shing Woon (Moonie)	Parent Member	Present	
9	Ms. Selarka, Karishma Viral	Parent Member	Present	
10	Ms. Chan, Ada	Parent Member		AWA
11	Ms. Tsui, Wai Sze (Tracy)	Parent Member	Present	
12	Ms. Ramchandani, Mahima Kamal	Parent Member		AWA
13	Ms. Yung, Kar Yee (Joyce)	Parent Member	Present	
14	Ms. Lee, Suk Yee (Rosalind)	Parent Member	Present	
15	Ms. Ventura, Concettina	Teaching Staff Member		AWA
16	Ms. Wong, Sandy	RAPT Administrator		AWA

Minutes				
#	Agenda Item	Discussion	Action/Decision	Responsible
1	Confirmation of Minutes of the last meeting	The minutes was confirmed.	Confirmed	ALL
2	Co-chairperson's report	1. The Fun Day was very successful. Positive feedbacks were received from participants. The co-chairs thanked all committee members and volunteers. It was mentioned that some student volunteers did not show up, possibly because some students who signed up late were not assigned to particular stalls. To the upcoming Fun Days, better coordination with teachers regarding student volunteers was suggested.		Jerry Siu & Eddie Chow
3	Treasurer's report	1. Over HKD300,000 cash was received on the Fun Day. Additional revenues from wristbands, auction, vendors were to be confirmed.		Cedric Ng
4	Principal's report	1. It was a very successful Fun Day. The turnout was wonderful, and the arrangements and layout were all nicely-planned. The performances were amazing. Each aspect of the event ran smoothly. 2. The play is going on Tuesday and Wednesday evenings 3. The school will be closed next Monday due to the election. 4. There will be 3 weeks holiday in December and early January.		Dr. Harry Brown
5	Administrator report	1. No report		
6	Activities report	1. Fun Day was reported in the co-chairs' report. We thanked		All

		Chartwell, the blue team, Sally, and everyone who helped on the Fun Day. 2. There would be a Coffee morning and a Bazaar on Dec 8 morning, and Jie Jie Day in the afternoon. 3. The upcoming second-hand uniform sale will take place on Jan 16 and 17. It was suggested that old textbooks in the storeroom would also be sold in the second-hand uniform sale. Dr. Brown mentioned that the school would be willing to ship used books to the Philippines for the needed.		Joyce Lee Moonie Chang and all
7	Funding Request	1. Beleza: The request was for HKD18,300. There was a comment that this amount is too high. As there were food leftovers in the past, it was suggested that catering budget is reduced to HKD3000. It was also suggested to cancel the Photo Booth. The final budget would be HKD9500. 2. Trashion: The request amount was HKD3000. 3. Year 9 Focus Group Winter Party: There was a request to sponsor for food, drink and decorations, with no budget attached.	An amount of HKD9500 was approved. Approved More details would be needed.	All
8	AOB	1. The possibility of opening an account with digital payment was raised. OCBC and Hang Seng Bank would be willing to come to make a presentation.		All