

Sunday, November 7, 2010, Taken by Peter Gao

Below is the meeting note for today's board meeting:

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Attendees: Liping, Mary, Annie, Jiang Xin, Zhao Hong, Peter.

Today's main topic was planning and preparation for the upcoming parent Meeting.

Tentative date of the parent meeting: Dec 5, 2010

Venue: TBD (need a large classroom with a projector - e.g. 106/108).

*Tentative agenda:*

I. Board updates (15 mins)

- Intro: board members/school committees - Liping
- Thank parents for their supports and school committee for their hardwork.
- enrollments statistics
- essay contest winners recognition (announcement and photos): Liping/Li Fan

II. School's top priorities 2010-2011 (10 mins): Liping

- Budget review & planning - Xiaolin
- IT project: web portal and online registration system - Baiqing
- Bylaw review: Mary
- Accreditation - Annie/Li Fan

III. Q&A (35 minutes) - Peter to facilitate

**Follow ups of this meeting:**

- \* Arrange refreshment for the parent meeting: Annie Cai
- \* Prepare slides - Mary
- \* Follow up on facility (room, projector, connectivity etc) - Qiu Hong

\* Enrollment data/statistics: Peter

we'll report back to the team on any progresses made during the week.

- End of note -