



Minutes of the Committee Meeting

Held at 6:30 pm on 17<sup>th</sup> June 2024

**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		AWA
5	Mr. Ng, Chun Him Cedric	Hon. Treasurer	Present	
6	Mr. Tanna, Mehul Girishbhai	Hon. Member	Present	
7	Ms. Chang, Shing Woon (Moonie)	Parent Member		AWA
8	Ms. Selarka, Karishma Viral	Parent Member		AWA
9	Ms. Chan, Ada	Parent Member		AWA
10	Ms. Tsui, Wai Sze (Tracy)	Parent Member	Present	
11	Ms. Yung, Kar Yee (Joyce)	Parent Member	Present	
12	Ms. Bannerji, Devina	Hon. Member		AWA
13	Ms. Ramchandani, Mahima Kamal	Parent Member	Present	
14	Ms. Lee, Suk Yee (Rosalind)	Parent Member	Present	
15	Ms. Ventura, Concettina	Teaching Staff Member	Present	
16	Ms. Wong, Sandy	RAPT Administrator	Present	
17	Mr. Samuel Hureau	Business Manager	Present	
18	Ms. Anney Chan	HR & Finance System Manager	Present	

<b>Minutes</b>				
#	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	<ol style="list-style-type: none"> <li>1. Thank you, Samuel, for the continuous support. Hamper from RAPT was presented to him.</li> <li>2. Congratulations to Ms Anney to be the Business Manager from July. A bunch of flower from RAPT was presented to her.</li> <li>3. Team would like to discuss the sponsor items to school. Samuel and Anney will provide the project list for RAPT by this week.</li> </ol>	ALL	Co-chairs
3	Treasurer's report	<ol style="list-style-type: none"> <li>1. 1 family with outstanding RAPT fee, no bad debt expected</li> <li>2. ~\$1.8m in the bank</li> <li>3. To process book closing and audit through the summer holidays</li> </ol>		Cedric Ng
4	Principal's report	<ol style="list-style-type: none"> <li>1. Next Monday, 24 June, award assembly for the Black Kite</li> <li>2. Scholarship Award Ceremony on 19 June</li> <li>3. Back to school night for the primary would be doing by online from 2 to 5 September and 12 September for the secondary</li> </ol>		Dr. Harry Brown
5	Administrator report	<ol style="list-style-type: none"> <li>1. 1 family with outstanding RAPT membership fee, continue to follow up</li> <li>2. Attended the ESF PTA Administrator's meeting on 7 June</li> </ol>	Sandy	Sandy

6	Activities report	<ol style="list-style-type: none"> <li>1. The first meeting of the Fun Day will be held on 27 August at 9 am</li> <li>2. Welcome Back BBQ will be decided later</li> </ol>		ALL
7	Funding Request	<ol style="list-style-type: none"> <li>1. Jie Jie Day \$15k is approved</li> <li>2. Y6 celebration \$10820 is approved</li> <li>3. RAPT will buy 4 popcorn machines, school will responsible for the storage and maintenance. TFR can use these and the rest funding request of \$3500 is approved.</li> </ol>	Sandy and Candy So from Food Lab will get the quotation from local company with warranty	ALL
8	AOB	1. N/A		