

**MINUTES OF THE
WESTWOOD HIGH SCHOOL INTERNATIONAL BACCALAUREATE PARENT ASSOCIATION**

B u s i n e s s M e e t i n g

January 15, 2019

Call to Order & Adoption of Minutes

Mrs. Ruma Singh, President, called the Business Meeting of the WHS IBPA to order at 6:10 PM on January 15, 2019.

The VP-Membership & Communications, acting as meeting secretary in the absence of the Secretary-Treasurer, noted that proper notice of the Business Meeting had been provided, and that quorum had been appropriately established. Mrs. Singh asked for comments or corrections to the minutes of the August 28, 2018 meeting, and there being none, a motion was made by Mrs. Suzanne Albert and seconded by Mrs. Sabeen Ijlal. The minutes were unanimously approved.

Mrs. Singh reviewed the evening's agenda and requested members adhere to meeting etiquette to ensure an effective meeting.

The Treasurer provided her report and the current year budget for membership consideration and approval, summarized as follows:

- Current year starting fund balance = \$0
- The Executive Committee matching challenge was successfully met (and exceeded, raising in excess of \$8,600 in charitable donations)
- Merchandise sales are budgeted at \$4,000 for the year. In order to meet this goal, \$2,000 of additional sales are required this year
- Total expenses are budgeted at \$9507
- For a end of year budgeted fund balance of \$5745

The budget was unanimously recommended by the Executive Committee, so was put to the membership to vote, which was unanimously approved.

Mrs Singh continued the meeting with several announcements regarding upcoming events:

- IB Exemplar Scholar selection timeline of late January to early February
- Launch of the IBPA website at www.whsibpa.com
- IB Ambassador Course Registration / 4-Year Plan sessions for the end of January
- IB Parent Social on February 22
- IBPA Business Meeting: College Admissions Panel on March 12
- Middle School Outreach: What Next? On April 2
- INSIGHTS: IB Extended Essay Showcase on April 9
- IBPA Annual Meeting: Officer Elections on May 2
- WHS Senior Night on May 17

Meeting Adjourned

The IBPA business meeting adjourned at 6:25 PM. Following the Business Meeting, the IBPA hosted the Young Alumni Panel.

These minutes being a fair and accurate recording of the events of the meeting on January 15, 2019, they are respectfully submitted as the official record.

/s/ Sandi Bone

Sandi Bone
VP-Membership & Communication