

**Chinese Heritage Club**  
**February 18<sup>th</sup>, 2016 Thursday, 8:30 am**  
**Independence Center, Penn Room**  
**Board Meeting minutes**

1. Call to order: 8:30am
2. Members present: HK Poon, Pearl Wong, Diana McGiffin, Agnes Lee, Mary Hu, Stella Huang (9:00am), quorum established.  
Members absent: Claudette Peterson.  
Others present: Dorothy Yu (Games Day activity coordinator), Lynn Poon (Social Tea Party coordinator).
3. Minutes of January 4<sup>th</sup>, 2016 Board meeting approved.
4. Reports from directors:
  - Treasurer (Diane McGiffin): As of January 1<sup>st</sup>, beginning check Book was \$4,134.01. Membership dues collected in January total \$1,368.00. 2016 spring Festival party tickets sale totaled \$9,458.00. Check book balance on January 31 was \$14,960.01. Saving account balance as of January 31 was \$590.89. Diane also restated her treasurer's responsibilities reminded us that all expenditure must be approved by the Board prior to reimbursement.
  - Membership (Mary Hu): As of 2/18, we have 421 paid members for 2016. Seven member pre-paid dues for 2017. An e-mail will be sent out to all members to obtain their permission to be included in a hardcopy CHC directory which will be printed in early March.
  - Activity (Stella Huang): We had 270 members and guests attended the 2016 New Year Party. Everyone was impressed with the fantastic party room decoration, especially, the two large monkeys hanging on the wall were superb for the occasion, wonderful entertainment performance and excellent quality and abundance of food on the buffet. Most of all, all guests enjoyed the party very much that was the payoff for the hard work we had been doing in the past month. It was a very successful party. Thanks all.
  - Communication (Agnes Lee): All identified errors in Spirit magazine will be corrected in March issue. The CHC website also will reflect the changes accordingly. President HK Poon will be the designated contact person with Jerry Wang. Jerry has been maintaining CHC website free of charge since very beginning.
  - Vice President (Pearl Wong): On 2/12/2016, CHC was audited by the SCA audit committee. Auditors had many questions regarding the CHC Board operation, meeting minutes and events handling, etc. Auditors also informed

us that SCA by-laws allow the Club Board to accept single expense transactions amount up to \$1,000.00 without approval from general members. CHC could adopt this change in its by-laws.

Auditors had thoroughly examined and questioned our reported 2015 financial statement, various event ticket sales, membership due collection, documentation, check and cash handling procedures and processes. They also validated several bank deposits against event's expenditure receipts, etc. Thanks to our treasurer's professional booking records and using a dual signature control system, the auditors were very impressed with our CHC current operation. The final audit report from SCA Audit Committee will be sent to CHC President HK Poon.

## 5. Old Business

### Lessons Learned from 2016 Spring Festival Project

Generally speaking, all aspects of this party were very well received with a few areas that could be improved in future events:

- a. Buckman's Grill delayed their table set up 2 ½ hours, so our party decoration team had very limited time to accomplish their tasks which involved very detail table center piece set up.
- b. An untested speaker hookup with our newly purchased sound system caused interference and "feedback", causing one of the program having to be repeated. The Flamenco Dance lasted 15 minutes over allocated time. These incidents caused a delay in serving dinner. The board resolved that in organizing future events, more accurate allocation of time for each program should be carefully set through communication with each individual performer or group at the planning stage.
- c. Learning from this experience, we need to pay extra attention in the future vendor contract negotiation, all the detail items must be clearly documented, such as table clothes and napkin colors, portion size of food, # of food and desert serving tables, #pots of coffee and hot water, type of glasses, mugs and cups and a commitment to table setup and clean up. All SCA facility requirements also need to be well coordinated with Life Style support staff.
- d. Party table arrangement concerns: For the convenience of the vendor decoration team to do table set up and allow guests easy finding their seats, all the table numbers will be arranged in numeric sequence with the elimination of #4, #13, #14, #24, and #34 in the future events. The decoration team will decide which decoration pieces and table center pieces could be auctioned at the end of the party. All the above information could be included in the party and ticket sale announcement or announced by the MC at the party.

- e. Need to define a policy and establish the guideline for the compensation of invited performers who are not SCA residents.
- f. Good Suggestion: Maybe we should look into purchasing a Chinese style costume for the “God of Wealth and Fortune”, which probably costs less than \$150.00 and can be used at New Year parties every year.
- g. Review of CHC By-Laws and address issues of 2014 amendment which is invalid according to SCA Life Style Committee.  
CHC By-Laws review committee, which consists of President HK Poon, Dorothy Yu, Pearl Wong and Alan Lee (appointed in the last month Board meeting) will commence their review and amendment work.

## 6. New Business

- Liberty Center Closed until May, 2016  
Most of CHC sponsored activities have been relocated and rescheduled till end of April except the Game Days. Game Days’ coordinator Dorothy Yu requested the Board to contact Life Style activity coordinator Danielle Bartle to allocate a room for this particular activity at least once per month till Liberty Center re-opens. HK Poon will handle this matter ASAP.
- Social Tea party: (4/17, 8/21, 10/30, 11/20)  
The suggestion by Lynn Poon of a 20-30 minutes’ lecture with Q&A by a professor who studies Chinese Women Issues was rejected by the board. 4/17, the first Tea Party, tentative decision is there will only be welcome of new members, birthday celebration, Bingo games and dance. hors d'oeuvres and snacks will be served. But the location and format could be changed depending on the weather forecast for mid-April. General maximum expense approved for each Social Tea Party is \$150.00.
- Dragon Boat Festival (6/11)  
The format and location will be finalized at a later meeting. HK assigned a planning committee including himself, Stella Huang, Pearl Wong and Mary Hu.
- Medical Talk scheduled for 3/20 Cancer Prevention by Dr. David Chan.  
Dorothy Yu proposed having a co-sponsored educational seminar with Fu-Chung Alumni Association regarding to the implementation of Living Trust Guardianship/Living Will plus other relevant issues.
- The consideration of a suggestion by Kitty Zee (Former 2009 CHC Secretary) of include 2009-2011 Board of Directors meeting minutes on the official CHC website. The Board requires more time to review those old meeting minutes, so the decision will be postponed to the next month BOD meeting.

Meeting Adjournment: 11:00 am