

**SCA Chinese Heritage Club
Board of Directors Meeting
Tuesday, January 17, 2012 9:00am-12:00pm
at Penn Room
Minutes**

1. The meeting was called to order at 9:07 am.
2. Board members present were Peter Tu, Kitty Zee, Claudette Peterson, Grace Liang, Joe Hsu, Diane McGiffin, and sitting in for the treasurer, was Celia Chang. Gilles Brissette was excused absent. Present also were members, Steve Wang, John Hsu, Lizwu Wu, Cindy Ni and Carin Sung.
3. Board approved the minutes of December 20, 2011. SCA Lifestyle Committee directives are that clubs will have on hand, minutes for the last two (2) years.
4. Report from Officers and Directors
 - Financial (Celia): 307 tickets were sold for Spring Festival, with a total income of \$8,216. Financial reports, inclusive of any contracts made, for the last three (3) years must be available to SCA Lifestyle committee. Celia stated that the 2011 report will be completed by the end of the month. Signatures on the CHC bank accounts need to be updated.
 - General Fund = \$10,694.63
 - Goodwill Fund = \$789
 - Total = \$11,483.63
 - Membership (Joseph & Carin): Total membership as of today is 422. 18 new members were added to the 404 count of 2011. Joe reminded us that the CHC website needed to be updated to reflect new board members and any changes in scheduled activities. Jerry Wang volunteered and Lizwu will be our liaison.
 - Activity/Program: Grace will propose a Chinese Philosophy Talk. April 8 has been scheduled for Professor Bin Chang to give talk on topic of his choice.
 - Ad Hoc: Diane will use 'Word' when submitting article to the Spirit, starting this March.
 - President & Vice-President's reports:
 - Kitty will invite students to attend the 2012 Mandarin Advanced Classes to be held on Wednesdays. The Beginners Classes will be offered on Thursdays. The latter can be taught with the aid of U-Tube lessons. Should a fee be paid? According to Lifestyle Committee, these are regular CHC club events; therefore one must be a CHC member to attend these classes. The CHC by-laws, however, allow non-members to attend our events as a guest for 5 times – after that they must sign up as members. This is one way to recruit new members. Kitty will also invite members from other clubs to attend.
 - An Outreach activity is scheduled for February 1st. at Sunrise Senior Living. Grace will join Lizwu at the event. We do not need Lifestyle Committee's approval for carrying out outreach programs and our CHC banner can be used.
 - Room reservations & members roster to SCA: Peter will submit these.
 - TV use in Liberty Center was approved and can be used now.
 - New board members contact information was prepared and distributed by Peter. Members were to make corrections if needed.
5. Unfinished Business
 - 2012 Spring Festival:

- Ticket Sales (Lizwu & Diane): Tickets were all sold with 39 tables of 8 and possibly another table with 5.
 - Table Assignment (Carin, Kitty & Lizwu): The registrars will have complete lists of all attendees and numbered table lists, so all can be checked in as they enter the hall. Table numbers 13 and 14 will be not be assigned.
 - Decoration: Cindy Ni suggested that the menu be printed in black on white paper for contrast. Four (4) copies will be placed on each table. A paper dragon (costing \$85) and red lanterns will be used to decorate the stage. Chinese motif will adorn the entry leading into the ballroom. Steve and John volunteered to help, with the aid of facility employees.
 - Hanging of the decorations is scheduled for January 26th between 10 am and 12 noon. Table decorations are schedules for 1 pm. the day of the celebration.
 - Registration & Greeting: Celia will provide 3 tablecloths for the 3 registration tables, and 1 for the DJ table. Kitty will deliver the CHC banner. Carin and her team of six, will check guests as they start arriving at 4 pm. Lizwu and her Greeters will have table lists and will help with directing guests to their table.
 - Program (Kitty, Diana, Margaret, Steve): There will be a rehearsal for all performers on Thursday, February 26th between 12 and 5 pm.
 - MC (Daniel Yang): Mrs. Chang, who is 104 years old, will be acknowledged at the beginning of the program. Kitty has formatted the program so that participants will have adequate time to change if they are scheduled to perform later in the program. Daniel will be at the rehearsal and he will time the acts and refine the flow of the program.
 - DJ & A/V Set Up (Diana & Jerry Shih): Joe Demidio agreed to be the sound engineer. On Thursday, February 26th at 11 am, Greg Dryer, from the Activity Department will give the team access to the audio system in the ballroom for rehearsal. The sound system will remain until the next day for the main event. Diana Shen will present a slide show as a background feature during the Festival dinner.
 - Stage Management (John Hsu & Steve Wang): They will control the stage curtains and the movement of the piano for the different acts. Their presence at dress rehearsal will help,
 - Lighting (David Wang): David Yang, MC, suggested that dimming of the lights be the signal for the program to begin at 4:30 pm.
 - Food (Kitty, Joe, Wayne, Thomas Soong & Peter): The kitchen will be opened at 12 noon on the day of the Festival. Joe will be help in supervision. The East Ocean team will deliver and arrange the table settings. Wayne and Tom will accompany the restaurant food delivery team. 2 trips will be made with the first one scheduled at 5 pm.
- 2012 Spring Festival – Folk Dance Expenditure: Grace will use a budget of \$50 to purchase bouquets for the Folk dance director, Susan, and for Vivian, of the Millennium choir. An anonymous donation of \$450 (?) was made for the folk dance costumes. Each costume costs about \$50. We may need to make some reimbursement but an expenditure ceiling has to be established. Further discussion is needed.

6. New Business

- March Spirit write up (Diane & Liwzu): They will make changes and submit.
- Download from Openoffice.org: Peter offered to give the board members lessons on how to use the program.
- SCA Coffee Shop participation: to be discussed at next meeting.

7. Adjournment was at 12:32 pm.

Submitted by Claudette Peterson