

BOARD OF DIRECTORS MEETING

Thursday October 20, 2016 9am

Main Bristol Room B1 Anthem Center

MINUTES

Meeting was called to order by HK at 9:06 am Quorum was established. Present: HK Poon, David Chan, Diane McGiffin, Claudette Peterson, Mary Hu, Agnes Lee Absent: Stella Huang Non Board members present; Dorothy Yu, Kay Siao

September 22, 2016 Board of Director Meeting Minutes was approved.
Report from Officers and Directors

a) Treasurer: Financial report for September as attached. Diane suggested that the treasurer's monthly financial report should be included as part of the published board meeting minutes on the CHC website and that in the December BOD meeting she will give a synopsis of each event's financial report for the entire past year of 2016. The Board agrees since it would

be a good budget planning guideline for next year's events. She also further reminded the Board that in the June SCA CLC meeting she attended *Finance* advised that it is best for the chartered clubs not to hire outside non SCA residents as teachers/instructors, etc. since such would be considered an employer/employee contract and the treasurer will have to prepare

a *Form 1099* to be submitted along with the payment receipts to CLC by January 10 of the following year for *Tax Reporting Purposes* in addition to CHC having the liability and responsibility to pay according to the contract. Avoiding this will make the treasurer's job simpler and more straightforward.

b) Membership: Mary reported that 2 new members were added this

month. c) Activities: Agnes gave report on the upcoming Thanksgiving celebration and Chinese New Year Celebration for next year. See detail in Old Business below. e) Secretary: Claudette also reminded that the monthly Financial report be attached to the minutes posted on the website. f) Vice President: David commented on the Medical talk given on Oct. 16th. which was well received. He hopes to schedule a later talk covering *Sleep Disorder and Cancer* with the same speaker again next year. He will send pictures of the 10/16 event to Mary to be posted on the Spirit Magazine. The December 18 Information Forum program will be on a topic of "Investment". **Old Business:** a) By-Laws follow up: HK reported that the ratified amended By-Laws was forwarded to Joan Roth, CHC's liaison to CLC, on 9/19/16 for submission for CLC approval. However, a follow up on 10/17/16 showed that Joan never received it for some reason. It was re-sent and we are now awaiting for Pat Carrell, CLC chair to return from vacation to sign the approval. b) Thanksgiving Celebration Preparation Committee Report: Dinner all set and arranged by Agnes, Mary and Diane for one Turkey each table as decided before. Program will be Karaoke by 10 people each with one song and a second optional. MengSun Chan and James Fu will work together to upload the music on the Club computer for use that evening. HK will contact SCA technicians for the sound system hook up. Announcement of the event was already sent out to the general membership. Ticket sale dates set for 10/24 and 10/27. Since Agnes reported that she will not be in town on the day of the event, HK assigned VP

David Chan to be in charge and David accepted. c) Chinese New Year Celebration 2017 Preparation Committee: It will be a dinner without a program at *Rio KJ Kitchen* due to the unavailability of the Delaware Ballroom. Agnes/Mary/ Diane have arranged for the menu and tickets will be \$40 each for members as previous approved by the board. The Board discussed and turned down an offer by the MCG to host a concert under CHC on the same day prior to the banquet on the basis of

complexity and inconvenience of having members attend concert here in SunCity and then go down town to the restaurant for the dinner. MCG is free to hold any concert any time on their own. d) General Membership Meeting for Election of 2017 Board and Nominating Committee Report: An initial draft of a slate of 5 candidates was suggested by Chang Biao who is not present at today's meeting. The other 2 nominating committee members present, Agnes and Kay requested that they postpone the submission of the slate of names of candidate for a few more days until they talk to all potential candidates. The board agrees. Mary will send out announcement for the General Membership Meeting scheduled for 11/14/16 to make sure members receive it at least 15 days before the meeting as required in our By-Laws.

- . 6) New Business: a) Website update: The site is up and running. b) New Board Officer Training: The training will take place after the next scheduled board meeting on Nov. 17th. Mary will be in charge. c) Newspaper Interview: HK reported that there is an opportunity for doing an interview of CHC by a local Chinese Newspaper. After much discussion the Board decided not to participate in such.
- . 7) Meeting was adjourned at 10:30 am.

October 2016

Checkbook balance on Sept. 30 th 2016	\$ 3,590.08
Membership dues collected	\$ 50.00
Thanksgiving party tickets sold	\$ 1,648.00
<hr/>	
Total	\$ 5,288.08
Thanksgiving expenses	\$ 135.59
<hr/>	
Checkbook balance on October 31 st	\$ 5,152.49
Saving account balance as of October 31 st	\$ 591.12

**Prepaid 2017 Membership fees \$138.00