

**SCA Chinese Heritage Club
Board of Directors Meeting
Tuesday, December 20, 2011 9:00am-12:00pm
at Penn Room
Minutes**

1. Meeting was called to order at 9:08 am.
2. All 2011 board members were present. Also in attendance were members of the 2012 board, Diane McGriffin, Gilles , and Joseph Hsu. Grace Liang was excused. Member, Pearl Wong, was also present.
3. Board approved the minutes of November 15, 2011.
4. Report from Chairpersons
 - Financial: Celia reported that the General funds = \$4,004.88; Goodwill Fund = \$789, making a total of \$4,793.88. It was decided that moneys collected for Spring Festival tickets would be deposited in January 2012.
 - Membership: Carin reported that as of today, there were 407 members. Claudette will send 'Get Well' cards to members Mary and Bob Fowler, Malia Tetzlaff, Darin Yen, and Leslie Hsu.
 - Activity/Program: Ta-tung consented to help with next year's lectures given by the Chinese Philosophy Club and the Shakespeare Festival sponsor..
 - Ad Hoc: Lizwu reported that the ticket sale for the Spring Festival was going well. Table of 8 will be the norm, and tickets are non-refundable. There will be no tickets sold on the day of the event and therefore no last minute guests. A question of the availability of alcohol arose. Officially, there is no alcohol, unless bought from an open bar or from the restaurant (now closed). Doors will close at the end of registration and volunteers will be door attendants. Lizwu accepted the request that she be a volunteer for the Pot Luck event next May, 2012.
 - President & Vice-President:
 - Yesterday, Kitty met with teacher-volunteers for the Second Session of CHC Mandarin Chinese Beginner Conversation Class. Lizwu recruited 5 members and she has offered to be a substitute.
 - 2012 Mandarin Class beginning in February, will be scheduled as follows: the Advanced class, with returning volunteer-teacher Margaret Meng, will continue to meet on Wednesdays and the Beginning Class will meet on Thursdays. Kitty will send in a room request. Carrie has volunteered to teach the Pinyin method on Wednesdays in January. All are invited to attend. The class will help with Chinese usage on the computer.
 - The SCA Holiday Fair CHC booth with Poster display did promote residents' awareness of the club. Carin mentioned that although no new members were recruited, the effort by volunteers was good PR. Diane suggested that next year's sign show that club membership is not only for residents of Chinese descent. Membership is open to all residents interested in our mission statement...'promotion of the Chinese culture.' Kitty commended Lizwu who started recruiting volunteers Pearl and herself to start CHC.
 - TV donation to SCA: Mary Ma will be reimbursed \$354.50 for the TV. This will be stored at Liberty Center by its staff.

- Peter welcomed again the 2012 Board members. Out going board members restated their offices' respective duties.
- Transfer of Responsibilities: Celia delivered the treasurer's files to Gilles, Carin gave the Master Membership list to Joseph, who was informed that the mass mailings to members are allowed by the Cox network. Diane will be the Ad Hoc director with some assistance from Lizwu. Grace will be the Activities Director. Ta-tung gave a summary of the year's activities and that one of his responsibilities was to make requests of the SCA Life-style committee. Next year's requests should be submitted by September 1, 2012 close to 12:01 am. Confirmation of request is time sensitive and so is based on 'first come, first served'. Peter will be on hand to help with computer generated forms.

5. Unfinished Business

- **2012 Spring Festival – DJ selection:** After much research, Kitty and Diana Shen discovered that SCA already has a great sound system in the ballroom. They met with SCA Facilities assistant manager, Ray, who has volunteered to help with the setting up of the equipment. All performers will submit their pre-taped music and one CHC member-volunteer will control the system.
- **2012 Spring Festival – Table assignment:** Pearl is unable to chair table assignment due to family demands. Lizwu will prepare the table lists. Peter, Carin, and Diane will make the table assignment based on the time-scan received by Lizwu's member-email response on December 22, between 9-12 noon. Members who are not part of a complete table, will be assigned by the committee. Maximum seating is 344.
- **2012 Spring Festival – Other items:**
 - Decorations: Lizwu indicated that Betty Shin will help. Diane volunteered to help also. Other volunteers are need to make the decorations.
 - Food: This will be provided by East Ocean Restaurant. Food distribution will be done by the servers from the ballroom kitchen. Greg has approved and CHC will make a \$1,000.00 deposit on the \$250 kitchen usage fee. Volunteers are needed to bring the food from the restaurant.
 - **Storage of CHC items:** No change to be made at this time.
 - **Updates the CHC website** on Special Events & Information Center: Joseph will help with this. Omit from site, Car pooling, Gourmet group, and also Mah Jongg contact need to be changed. Claudette will collect the monthly Game Day results and Joseph will send out notices. Peter, Joseph, Ta-tung, and Claudette will meet on Tuesday, January 12, 2012, 10 am, at the Penn Room to discuss Game Day procedures for the sake of continuity.

6. New Business

- February Spirit write up: Lizwu was asked to include the January Spring Festival celebration.
- Financial report to SCA: This will be done by Celia.
- Room reservations for 2012 has been requested and confirmed. Members' roster is to be submitted to SCA with Name, address, and SCA member number.
- Peter will submit New board members information to SCA. New board members were directed to read the Charter Guidelines on the SCA website.

7. Adjournment: 11:43

8. Submitted by Claudette Peterson