

Chinese Heritage Club
March 17th, 2016 Thursday, 9:00 am
Anthem Center, Arlington Room
Board Meeting minutes

- 1). Call to order: 9:00 am
- 2). Members present: HK Poon, Pearl Wong, Diana McGiffin, Agnes Lee, Mary Hu, Stella Huang, Claudette Peterson (9:25 am), quorum established. Others present: Dorothy Yu (Games Day activity coordinator), Lynn Poon (Social Tea Party coordinator).
- 3). Minutes of February 18th, 2016 Board meeting approved.
- 4). Reports from directors:

- Treasurer (Diane McGiffin):

As of February 1st, beginning check Book balance; \$14,960.01.

- Membership dues collected in February total \$234.00.
- 2016 Spring Festival party tickets sale total \$145.00.
- 2016 Spring Festival Party expensed \$8,372.00.
- Check book balance on February 29th was \$6,966.17.
- Saving account balance as of February 29th was \$590.92.
- Pre-paid 2017 membership due \$130.00.

Diane reviewed our 2015 Financial statement audit report from SCA LifeStyle Finance Committee which complimented our good record keeping. They also pointed out that in the future CHC should have a budget for all major events approved by the general membership in the November general membership meeting for election of officers. SCA suggested that we should keep club financial records for at least 3 years. However, Board members voted to retain ours for 7 years. This will be included in the CHC By-laws.

Diane also clarified with SCA LifeStyle Financial Committee about issuing 1099 forms to contractors the club did business with during the calendar year. Response from SCA was that by January 10th, chartered clubs should present contract receipts of all the events of the previous year to Danielle Bartle in SCA LifeStyle. She will handle the 1099 forms for all chartered clubs together.

Membership (Mary Hu):

On 2/21, an e-mail was sent to all members to obtain their permission to be included in the hardcopy CHC Directory. After the cut off date 2/28, a total of 180 copies of the 2016 Directory was prepared and announced for pickup on 3/5 and 3/10. So far 170 copies were distributed.

- Activity (Stella Huang):

The next major event - Dragon Boat festival -planning has started. Tentatively, it will be in the Independence Center court yard if weather permits. Otherwise it will be indoor in Anthem Center Delaware room. Agnes Lee will join the party planning committee.

- Communication (Agnes Lee):

The deadline for submitting material for publication in the Spirit Magazine has changed and it is rapidly approaching. She solicited timely input from all activities group leaders.

- Vice President (Pearl Wong):

Pearl suggested that the Board should solicit good quality photographs from all event participants for the Communication Director to submit to the editor of the Spirit Magazine for consideration for publishing .

5). Old Business

- a) By-Laws review committee has continued working on the project. Report of result and progress will be presented in the 4/21 Board meeting.
- b) There are plans to print 20 more copies of the 2016 Directory for people who did not pick up their copies and new comers through out the rest of year.
- c) A policy for “adding on activities” needs to be made. All CHC sponsored activities are required to obtain Board approval before proceeding. One incidence occurred last month that the Board had to retroactively approve and list it under an existing approved activity.
- d) The discussion of the policy regarding payment for nonresident performers in our future events was deferred to the next Board meeting.

- e) All Board members agreed with Lynn Poon's suggestion that the April 17th Social Tea Party will be a picnic in the nearby Anthem Hills Park. As soon as the Anthem Hills Park Pavilion 1 reservation confirmation is received, ticket printing, sale and announcement will be made. Lynn will also conduct a study of the feasibility of arranging a short day trip to Mount Charleston in late August for the 2nd Social Tea Party activity of the year. (Depending on factors such as the tour company, maybe better changing from Sunday to a weekday, etc.)
- f) Stella has started the Dragon Boat Festival preparation. Agnes Lee volunteered to be part of the planning committee. The party date will be June 11th.
- g) All Board members agreed on Kitty Zee's suggestion in the Board of Directors meeting last month to post the CHC past Board of Directors meeting minutes (2009-2011) on the CHC official website. HK will notify Jerry Wang to proceed.

6). New Business

- a) Update: Liberty Center Closed until September 2nd 2016.
- b) SCA TV Channel 99 informed us that they have a project to make a promo/history video for all 54 of the SCA clubs. CHC is on their list. The Board has approved and instructed HK to contact Channel 99 to Proceed.
- c) Community LifeStyle Committee liason Joan Roth has notified Club President HK to attend a workshop on 6/8 noon which will be a followd up workshop of January 27th workshop.
- d) Dorothy Yu has oraganized a co-sponsored educational seminar with Fu-Chung Alumni Association regarding the implementation of Living Trust /Guardianship/Living Will plus other relevant issues on 3/20.

Meeting Adjournment: 10:30 am