

SCA Chinese Heritage Club
Board of Directors
Minutes for Meeting of January 4, 2010

Call to Order

Board president Jerry Wang called the meeting to order at 9:00AM

Attendance

Celia Chang	Jean Chen	Ta-tung Meng	Carin Sung
Tom Sulistio	Jerry Wang	Lizwu Wu	

Meeting Protocol

Ta-tung Meng recommended a round robin discussion of issues before a vote is taken. Jerry said this is the procedure we should follow.

CHC Website (SCA-ChineseHeritageClub.Org)

Jerry Wang has designed the website but it has not yet officially been published. Jerry will donate the cost of the Web Hosting Subscription for two years. Carin Sung (CHC membership director) will send a blind copy (as dictated by SCA policy) mass email to the membership about the website. Carin will submit all activity announcements to Jerry and Jerry will post to the CHC website. The CHC Board will approve all website submissions. Jean has worked on CHC logo. The final artwork has been selected and will be added to the website. There will be no music on the website. There will be links to all activities on CHC website.

CHC Policies/Guidelines

Jean Chen made the following motions, which were seconded by Tom. The motions were passed unanimously:

- The CHC Board or President must approve any written or verbal communications representing CHC to all members or to any SCA governing body.
- The CHC Board or by the President must approve any information or documents released to the general membership.

- "Blogging" among board members should be avoided, except in unique circumstances. This is to ensure that an open face-to-face forum/discussion and transparency of board actions can prevail.
- CHC Sub-Group Activity Guidelines will be renamed as CHC Activity Guidelines.
- The Board approved Guidelines for all participating activities.
- The Board approved Game Day invitation introduced by Jean.
- Jean will review the Game Day rules proposed by Mary Fowler.

CHC Finance

- Celia passed around CHC Financial Statement and Reimbursement form which was accepted by the board.
- As of today, the club has \$910.65; all money was raised from 201 membership dues. A donation of \$23 from the December 28 Arts event, is included in this amount.
- Jerry has created the CHC website and donated the cost of Web Hosting for two years.
- The election printing cost of \$117.35 was deducted from total income.
- Any two of the four bank signatures are required to issue a CHC check.
- All club related expenses must be pre-approved by the board.
- THE CHC needs to retain \$50 in petty cash. All expenses need to be supported by purchase receipts, and in addition any expenses in excess of \$20.00 will need Board approval.
- All ongoing club activities should be self-supporting. Expenses should not exceed revenues.
- All special events should have a budget. The club encourages surplus revenues to assist in defraying costs of future events.

Activities and Programs

- Jean reviewed the scheduled of monthly activities. There will be some additional changes.
- Diana Shen is the Chair of Sub-Committee to organize the March 6 Spring Festival. The CHC board will issue announcements for this festivity soon. Board does not need to know the details. The Activity Director will appoint committees for any future special events and allow the committees to work out all the details and report back to the Board.

- There was a discussion of May Chinese Heritage Day programs and activities. How the program will be run will depend on whether we can get the Grand Ballroom. Jean will request the room and the Board will discuss this further at the next Board meeting.
- Discussions about the Autumn Festival were tabled and will be discussed at next Board meeting.

LSC Related Items

- Tom is the only spokesperson for CHC. If Tom needs help, any board member may help out, but there will be no designated back up person.
- Jerry has had one hour face-to-face meeting with Roy Montambeau (LSC chairperson). It appears that the LSC has the misconception that CHC is an education only club. Roy had asked Jerry to provide a description of the CHC room requests for Chinese Folk Dance, Chi for health and Tai Chi. Lizwu volunteered to do the write-up (based on the information CHC has). This write-up will be sent to Roy. Hopefully, this will assist in preparing LSC to view CHC room request favorably in March LSC meeting. The write-up is attached with these minutes.
- Roy has told Jerry that room usage is not based on how many members are in a club but rather on what specific activity that is.

Miscellaneous

- Jean will ask Diana to contact Grace Liang to do the March 6 Spring Festival presentation on channel 99.
- There is no need to adopt a Chinese name for CHC.
- Tish Campbell is CHC official volunteer editor for all outgoing written communications.
- The April 12 membership wellness activity, organized by Lizwu, will be published in the Spirit magazine. All residents are welcome to participate.
- Jerry will prepare the January 11 membership meeting agenda

Adjournment

Meeting was adjourned at 11:50 a.m.

Minutes recorded and prepared by Lizwu Wu

Approved by Jerry Wang