

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

1. Meeting was called to order at 9:05 am
2. Quorum was established, since all Board members were present except Diane McGiffin. Members present were Lizwu Wu, Vivian Wang, Carin Sung and Shannon Shen.
3. Minutes of April 19, 2012 were approved.
4. Reports from Officers and Directors
 - a. Financial: Peter Chin reported that June 30 balance of \$3,659.97 was reduced to \$3,581.04 after checks of \$35.66 and \$43.27 were cashed. Savings account has \$589.41 and Petty cash remains at \$163.92. The total balance this month is \$4,334.37.
 - b. Membership & Communication: Joseph will inform the members of Game Day on July 23. He will include the organization method to be adapted for this event; four volunteers will be assigned for each month. He would like to encourage members to renew 2013 membership and is asking the CHC scheduled activity leaders to collect the dues and enlist new members. Dues remain at \$5. If member information has not changed, then only the \$5 payment is necessary. He will also send out the date of Spring Festival 2013 (February 10) and ask for volunteers. He also asked about publishing the Board Agenda and Minutes on CHC web-site and suggested having a backup system for maintaining and updating the site. Kitty will check with Jerry Wang. The board discussion to publish Neighborhood Watch notices was deferred to postings on Channel 99 or in individual neighborhoods. Joseph can determine if special attention need to be noted in email to members when necessary.
 - c. Activity/Program: Grace will make a date change and room request for December meeting, which is changed to December 3. She also noted that the Game Day plan that Joseph proposed would eliminate the need for calling participants. At the end of play, members would sign up if they intend to play the next month, and Pearl Wong will be asked to help with the list. Joseph will send the Dragon Boat Festival pictures to Jerry for the website.
 - d. Ad Hoc: No report.
 - e. President & Vice:
 - ◆ New SCA Club Mailbox: Peter assigned the three keys to Barbara Tu, Kitty, and Joseph. The mailbox is installed behind the service desk in the Anthem Fitness Center.
 - ◆ Audio/video parts for future CHC events (Peter & Shannon Shen):
SCA offered to train a CHC member who will be able to operate the sound system. Our member, Shannon Shen, will be the trainee and he will choose one other member as a back-up, possibly James Fu or Eric Liang who volunteered. The board approved the motion of Peter, 2nd by Claudette, to assign a \$300 budget for the purchase of a cable splitter and cord. Shannon will store the purchase and Lizwu will add them to the inventory. Vivian offered a karaoke machine if usable.

- ◆ Mandarin Classes: Kitty reported that the Beginning class would sing two Chinese songs at the Mid-Autumn Festival on Sept. 30. Six volunteers from the classes produced the skit they will perform. Margaret offered to do the translation. Kitty will check on the possibility Channel 99 taping the September 30 event.

5. Unfinished Business:

- a. Mid-Autumn Festival Planning Progress (Lizwu Wu & Committee): Lizwu showed samples of tickets for the festival. Ticket sales are scheduled for August 25 from 11 to 12 noon in the Independence Hall and August 29 from 11 to 12 noon in Liberty Center. Joseph will email information to members. Grace will schedule a technical and dress rehearsal on September 29 at 9 to 1 pm or 1 to 5 pm. The technical team will prepare during the first 2 hours. Celia Chang volunteered to be in charge of purchasing the snacks, which will cost about \$4.35 for each person. Lizwu requested that we increase the budget to \$1,500. Board approved. Dorothy Yu had suggested that members move outdoors for the ending of the Sept 30 celebration in order to observe the Moon and enjoy the Moon Cake. Space on the North Lawn or the pool area has been reserved. August 1 is scheduled for a meeting to formalize the program. Peter C requested introductory materials for his role as the MC.
- b. Round Robin Mahjongg Tournament: Joseph and Vivian made their presentation, which was discussed and accepted by the board.
- c. Nominations Committee for 2013 to be discussed at next meeting.
- d. Spring Festival Committee for 2013: Vivian Wang has accepted to chair the committee which will include Grace, Kitty, Peter T, Dorothy Yu, Claudette, Joseph, and Margaret Meng. A meeting is scheduled for June 27 at 9 am in the Anthem galleria.

6. New Business:

December Board meeting date is changed to December 3.

7. Meeting was adjourned at 11:30 am

8. Next scheduled meeting is August 15.

Submitted by Claudette Peterson