

SCA Chinese Heritage Club  
Board of Directors Meeting  
Tuesday, March 15, 2011 9:00am-12:00pm at Penn Room  
MINUTES

1. Meeting was called to order at 9:12 am
2. Members present: Peter Tu, Kitty Zee, Claudette Peterson, Carin Sung, Ta-Tung Meng and Lizwu Wu. Celia Chang was excused absent. Quorum was established.
3. Approval of the February 15, 2011 minutes was motioned by Lizwu and 2nd by Kitty. Minutes approved.
4. Report from Chairpersons
  - a) Financial (Peter for Celia):
    - The accounts did not change from last month's total.
    - At the annual SCA financial review, we were told that our by-law must specify the threshold dollar amount of non-budget expenditure above which membership approval is required. After some discussion, the Board voted to set the amount to \$5,000. This would require amending the by-law.
    - On the subject of surplus carryover from year to year, the Board decided that a limit of no more than \$4000 would be set. The justification for this is that in case of an unforeseen financial situation, CHC would require about \$4000 to support the Spring Festival that usually happen in the beginning of the year.
    - All cash collected must first be deposited in the bank. Petty cash should then be withdrawn to maintain a \$50 level.
    - If required by the bank, bank signature cards must be updated every year, including Board members who signed the signature card the year before.
    - All CHC records must be retained for at least 3 years, which include all receipts and meeting minutes. If meeting minutes are kept electronically, it is advised that backup CD be made.
  - b) Membership (Carin): We have 2 new members and 2 renewals.
  - c) Activity/Program (Ta-tung):

Review of February 28 Membership Meeting: The purpose of the meeting was thank the volunteers and performers and to get members' opinions of the Spring Festival celebration event. Surveys were distributed and collected, and will be later tabulated.
5. Unfinished Business
  - CHC Activities/Program Guidelines: Board members need to review the guidelines and come prepared next meeting to ratify.
  - April 11th: Tao and Lau Tze talk announcement (Ta-tung): Carin will notify members. Ta-Tung will bring bottles of water to the event.
  - May 29th: Chinese Heritage Fair Plan (Ta-tung & All):

Focus will be the Dragon Boat Festival, and participants will learn to make zongzi, a big sweet rice dumpling. Demonstration will use pre-cooked ingredients. A few names were recommended to conduct the Festival, e.g. the MC, the person to talk about the festival's history/development and introduce the activities in the celebration, etc. It was decided that Tatung would make contacts, extend invitations, one at a time according to the list set by the Board. He will contact Prof. Daniel Yang as first choice.
  - Folk Dance Update (Carin or Grace Liang):

Roseanne Yu has been asked to assist.
  - Mandarin Conversation Class: Format, Time, Place, Teacher, Budget, Public Announcements (All):

Purpose: To share our culture and lifestyle with SCA residents; and to contribute back to the community (Peter). Volunteers are Margaret Meng, Anita Fan. Carin Sung will assist. It was suggested that this Mandarin conversation class be of 12-week sessions, and each class will have no

more than 15 students. Student candidates can be Cantonese speaking or English speaking. Peter suggested that one of the goals of the class is for the students to perform in Mandarin at the next Spring Festival celebration. Lizwu made motion, 2nd by Kitty that a nominal fee be collected. All aye; with 1 nay.

- Volunteers for the Mid-Autumn Festival Committee & Budget (All):

It was suggest that a proposed budget should be \$1600.

We need to re-confirm room reservation for this Sept.10 celebration. Volunteers are needed.

- Volunteers Appreciation Day Party: We should have one. We will discuss at next meeting.

## 6. New Business

a) Spring Festival Survey Results: Very positive responses. Peter and Kitty will summarize the results.

b) Plan for 2012 Spring Festival: We need to start planning by August.

c) Other CHC Activities Plans for 2011. (Ta-tung & All):

- Nominating Committee: Check By-Laws: One board member and 3 non-board members. Start this process earlier.  
Medicare & Wellness Discussion: Peter will ask Tom Suilistio to help with the program.
- Other suggestions: Author Raymond Yin; Forensic expert Henry Lee.
- Kitty suggested that on May 8th, Mothers' Day, CHC make a presentation to the Assisted Living facility where her Mom resides. Kitty will gather information for the next meeting.

## 7. Adjournment: 11:50 am