

Board of Directors Meeting
Thursday November 17, 2017 9am
Arlington Room Anthem Center

Minutes

- 1) Meeting was called to order at 9am.
- 2) Quorum was established
Present: Board members: HK Poon, David Chan, Diane McGiffin, Claudette Peterson, Mary Hu and Agnes Lee.
Board members elect: Michele Kan and Alice Hwang
Absent: Stella Huang
HK welcomed the new board members and expressed the club's gratitude for their commitment to serve.
- 3) Meeting Minutes for October 20 and November 14, 2016 Annual General Membership were approved.
- 4) Report from Officers and Directors
 - a) Treasurer: Diane presented the October financial report and balance. She also presented the summary of the income from event tickets and membership fees and some expenses associated with the event. Report attached.
 - b) Membership: Mary will send announcement to members that the collection of dues for 2017 will start December 1. She will emphasize the lowering of dues to \$5 per person and \$10 per couple to encourage more membership enrollment.
 - c) Activities: Mary and Agnes reported that everything is in place for the Thanksgiving Dinner on Nov. 20. The Program was also completed.
 - d) Communications: Agnes has submitted club news to the Spirit.
 - e) Secretary: Minutes will be submitted to Jevan Yu, our webmaster.
 - f) Vice President: No report.
- 5) Old Business:
 - a) Annual General Membership Meeting: All members present

voted unanimously in favor of the following list of the Board of Directors for 2017

President:	David Chan
VPres./Membership:	Alice Hwang
Treasurer:	Celia Chang
Secretary/Membership	Michele Kan
Activities	Agnes Lee

HK will submit the meeting minutes approved today as well as the list of the 2017 Board officers to CLC.

- b) Thanksgiving Celebration Readiness: Committee reported that all is ready. Michele Kan, Celia Chang, Alice Huang and David Chan volunteered to help with the setup, food distribution and clean up. HK reported he has asked Allison Lee to be the MC.
- c) Chinese New Year Celebration 2017: Committee reported that it will be held as a dinner only at the Rio Casino restaurant KJ Kitchen on Feb. 3, 2017. Celebration cannot be held at SunCity Anthem due to the renovation of the SCA ballroom during that time.
- d) Amended By-Laws: HK reported that the amended By-Laws were approved with the exception of the amended clause changing the \$1,000 limit to \$1,500 of expenditure that can be approved by the board without budget approval by the general membership. LifeStyle's CCG&Rs mandates the amount to be limited to \$1,000. The amended By-Laws will be signed in officially by the CLC chair on 12/1/16. The Board will then get an official copy.
- e) HK also reminded the board to change names for the access of the CHC mailbox to be effective January 1, 2017. Only the President, the Vice President and the Secretary/communication Director will have access. Bank account names and signatures changes to include the President and Treasurer only of the New Board will be done in January 2017.

HK reported further that CHC Schedule of Activities and room bookings were all submitted on schedule in August but approval has so far been delayed due to the many problems with the closing of the Liberty Center. Up to the day of the Board meeting there

has been no indication from CLC when the confirmations will be issued.

6) New Business:

Annual Club Document Requirements HK presented the list of the requirements from CLC. The following were discussed:

- a) The membership director will report a roster of renewing members and new members since January 1 to SCA Activities Department between 2/28 to 3/15, 2017.
- b) Membership information is confidential. HK reminded the Communication Director of the New Board to be careful in sending out mass Email announcements by making sure to use BCC.
- c) CLC mandates that all clubs are to report current inventory of assets with value > \$500 per item and maintain in records annually. The club currently have a sound system which was purchased during the past year with a value at just over \$800. It will be reported appropriately. HK also reported that there are some unofficial inquiries and speculations regarding the reason and appropriateness for the purchase since the club is not using the system now. He requested the following to be reflected in the minutes for the record. (i) The decision of the purchase was consensus from the whole board. (ii) The reason for the purchase was that there was not a workable system during the first part of the year. There was always a problem with the SCA system. CHC needed a workable system for its many major events. (iii) Since the purchase SCA has also improved their sound system by purchasing brand new equipment that proved to work extremely well in our last major event. CHC thus did not have the need to use its own system anymore.

HK further suggested that our system can be used as a backup or can be sold to recover part of the cost up to the discretion of the new Board. The system will be handed over to the new Board as a club asset.

- d) There will be a year-end financial review meeting for all club treasurers sometime in December, date TBA by CLC. HK

urged the new Treasurer Celia Chang to go with Diane McGiffin. There will also be a New Club Officer Workshop by CLC on 2/15/17 11:30am – 2:30pm at the Delaware Ballroom. More detail information will be forthcoming.

The meeting then went into a **New Officer endorsement and Training Session**. Mary presented detailed information regarding various club officers' responsibilities, Calendar of things that need to be done in chronological order next year and a skeletal event project plan to help the new board through a smooth transition and to facilitate their work for the coming year.

There being no further business, the meeting adjourned at 11am.

Recorded by Claudette Peterson

November 2016

Checkbook balance on October 31st	\$ 5,152.49
Membership dues collected	\$ 405.00
Thanksgiving party tickets sold	\$ 382.00
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Total	\$ 5,939.49
General Membership meeting foods	\$ 950.00
Web- side monthly fee	\$ 25.00
Thanksgiving expenses	\$ 1,966.92
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Checkbook balance on November 30th	\$ 2,997.57
Saving account balance as of Nov. 30 th	\$ 591.14

**Prepaid 2017 Membership fees \$693.00