

**SCA Chinese Heritage Club**  
**Board of Directors**  
**Pre-Inaugural Introductory Gathering**  
**Minutes for Meeting of December 6, 2009**

The first Sun City Chinese Heritage Club (CHC) Board of Directors face-to-face introductory gathering was held on Sunday, December 6, 2009.

**Call to Order**

Interim President Bio Chang called the meeting to order at approximately 10:00AM. He welcomed those in attendance and formally introduced the first CHC Board of Directors.

**Attendance**

Bio Chang – Interim President (left the meeting after introducing the official Board of Directors)  
Jean Chen  
Ta-Tung Meng  
Carin Sung  
Jerry Wang  
Lizwu Wu

**Absence with excused**

Celia Chang  
Tom Sulistio

**Board of Directors' Job Description**

Job descriptions were discussed. Jerry Wang referred to the CHC by-laws for the duties of each officer. Namely: President, Vice-President, Secretary and Treasurer. It was the consensus of the group that the responsibilities of the other three directors are: Membership, Activities/Programs, and Ad Hoc.

Membership director is to maintain membership roster. Jerry suggested adding two new columns on the spreadsheet - one is for new incoming members and the other is for address field (required). Roster will be shared with the Board.

The Ad Hoc director duties shall include public relations, communications, news release, and membership drive, to name just a few for the moment.

**Other Discussions**

- o It was agreed that only the President can send out mass emails. Blind copy of recipients' email addresses is required by SCA.
- o Room request: Lizwu said the interim board has a strategy. This will be discussed on the Dec. 15<sup>th</sup> meeting.
- o Jerry stated that the monthly participation report from Chartered Clubs is no longer required by the Life Style Committee (LSC).
- o The use of ballroom for the March Spring festival has been granted by LSC. The President needs to pick a date if the board decides to organize such event. It is fast approaching, we need to plan this event as soon as possible. Jerry presented ticket samples that he had done for the 2009 Chinese New Year's party.
- o Jean Chen has volunteered to design a CHC logo in electronic form.
- o A mailbox under CHC has been set up at the SCA administration office (per Chang Biao). It can be used for any documents that are dropped in by members; this mail box needs to be checked once a week by the Secretary.
- o Ta-Tung Meng suggested that all matters that are discussed at the board should be kept within the board.
- o This meeting minutes needs to be reviewed at the Dec. 11<sup>th</sup> meeting when all board members are present.
- o Lizwu was asked to give description of Activities/programs: Daily-weekly-monthly exercise programs, and other special events.

**Current Board Positions:**

Officers:

|                |              |
|----------------|--------------|
| President      | Jerry Wang   |
| Vice President | Tom Sulistio |
| Treasurer      | Celia Chang  |
| Secretary      | Lizwu Wu     |

Directors:

|                     |              |
|---------------------|--------------|
| Membership          | Carin Sung   |
| Activities/Programs | Jean Chen    |
| Ad Hoc              | Ta-Tung Meng |

**Next Meeting**

The next meeting will be held on Friday, December 11<sup>th</sup> at 9AM in the Independence Hall at one of the vacant rooms.

**Adjournment**

Meeting was adjourned at 11:05AM

Minutes recorded and prepared by Lizwu Wu