

VANCOUVER SOWERS SOCIETY OF EDUCATION
Minutes of Sep 4, 2017 Directors' Meeting

Date: Sep 4, 2017
 Time: 6:30 pm
 Venue: Community Room of Vancity, #100 - 5900 No.3 Road, Richmond

Directors Present: Archie Tsang, Bosco Lee, Jeff Leung, John Lee, Joyce Lei, Karl Lam, KK Leung, Ming Chan, Wendy Hui

Regrets: Nil

Members Present: Cynthia Yip, John Lai, Dorothy Lai

Chaired by: Karl Lam

Minutes taken by: Karl Lam

Note that the July meeting was cancelled due to a quorum not present, and it was unable to arrange another one until this meeting.

1. Meeting was called to order at 6:30 pm.
2. Adoption of agenda
It was moved by Wendy, seconded by Ming and carried to adopt the agenda.
3. Adoption of minutes of last meetings on Jun 30
It was moved by John, seconded by Joyce and carried to adopt the minutes.

**To be Followed
Up By**

4. Donation & Accounts

- a) Bank Balances as of Jun 30 (no update this time, but the amount for Heart-to-Heart has been separated out):

Bank	Admin. (CAD)	Donation (CAD)	Donation (RMB)
BOC	5,691.53	46,092.73	496.33
HSBC (est.)	0	2,415.96	-
Vancity (est.)	3,724.20	406.13	-
Grand Total	9,415.73	48,914.82	496.33
H2H		17,116.00	
Others		31,798.82	

- b) Tax receipts for Sun Run and Karaoke Contest are to be issued by end of Sep. Ming will check with Tommy. Ming
- c) Change of authorized signatures at BOC, HSBC and Vancity
 - New authorized signatures are: Bosco, Archie, Ming and John. **Change to be arranged.** ?
 - **Karl will prepare the authorized signatures form for the change at BoC.** Karl
- d) Update of mailing address of bank accounts to the UPS Postal Box at Garden City Road
 - The mailing address at BoC, HSBC and Vancity have been changed. Post meeting note: It was found that thought Bosco and Michael had been to HSBC to arrange the change, **the address had actually not been changed. Bosco will follow up.** Bosco
- e) Accounting information has been sent to the accountant for preparing the financial statement. **Karl will follow up with the progress of the financial statement. Karl will also follow up with the annual filing to CRA.** Karl
- f) Via email before the meeting, Archie advised that the amount raised by the Dragon Boat Team was \$2,531.

5. Other Administration Tasks

- a) Joyce has performed the update to BC Registry for our change of directors (2016-2017) and address (to the UPS mail box). **Joyce will update the new directors for the new term 2017-2018.**

Joyce

6. School Projects

Besides 江西中洲小學, there's no update this time.

- a) 紅土食堂 - Re-do the tiles in summer 2015: the project has been completed and accepted by HKSA in October 2015, but Karl found that the floor was not done too nicely.
- January, 2016: HKSA has taken note of this and **will check if the floor is too uneven when revisiting next time which is expected to be 2017.**
- b) 大柏樹完小: It has been completed in Nov 2012 but the official audit report still has not been done.
- June, 2017: The receipt agreement (驗收協議書) has been received from HKSA. **The memorial booklet will be available in August.**
- c) Status of schools that VSSE had sponsored (Karl enquired this in Dec, 2015).
- March 2017: HKSA is sending out questionnaires again to the schools to get the updated figures this year and probably will receive in July-Aug. **No update this time.**
- d) Orphanage – In February, 2017, Michael Li enquired about sponsoring the Shuifu Children's Home (水富苗圃兒童福利院) that HKSA is running.

Karl suggested in April that we should consult CRA regarding what VSSE could sponsor, as currently we do not have a concrete guideline.

- e) 江西中洲小學
- Karl has informed HKSA that we would go ahead with this project. Donation has already been signed. **Archie and Ming will remit the first instalment to HKSA.**

Ming and
Archie

7. Heart-to-Heart Program

- a) Wah Kwong students – the spring report cards and thank you letters have been received.
b) University students - no update this time.
c) High school students – no update this time.

8. Horizons

- a) Sponsorship of CAD2,000 to Horizons. **John will follow up with Noli Cole for the cheque presentation in Sep.**

John

9. Participation in Events by Other Organizations

Nil

10. Events & Activities

a) Sharing Sessions

- (i) Acrylic Drawing Class by Wendy Lau: We were unable to find a venue that could allow the duration. This session would be suspended.
- (ii) Heath & Well-being Session (拍打拉筋) on 14 July – 57 persons attended, and \$115 was collected from book sale.
- (iii) Health & Well-being Session by Dr Patrick Chan - pending

b) **Chinese-Canadian Talent Contest 楓華小狀元** (*Proceeds to Horizons 2018*)

As we already have a number of events during summer time, the event chair Vivian advised that the event would tentatively be changed to Apr 22, 2018 at the Aberdeen Centre.

c) **VSSE Super Singer Contest 2017**

(i) Karl has emailed a thank-you letter to a donor donation over CAD500.

(ii) VCDs (Price CAD25). Since the length of the event record is very long, it needs to be edited to fit into a VCD. The responsible person currently does not have the time for this. **Wendy will pass the file to Karl to take a look.**

Wendy

d) **BBQ** – This has been changed to Aug 19 at Deas Island. Due to the fire ban, it's changed to a picnic. Around 60 members/friends attended.

e) **Challenge 12 Hours** (*Proceeds to General Donation*)

Income:

Registration fee:	\$8,835 (includes \$4,050 donations)
Donation:	\$1,200
Pledged donation:	\$8,656 (received so far)
Expenses:	\$4,251.12
Income:	> \$14,500

f) **Soccer Cup** (*Proceeds to Heart-to-Heart Program*)

Solutions donated \$3200, and \$99.5 donation was received on the event days. Sponsorship for the 16 teams is \$300 x 16 = 4,800. The total income is \$8,099.5 (still awaiting for the payment by some team sponsors).

g) **Cycling Event (8 – 11 Sep)**

Organized by Friends of VSSE, with part of the proceeds goes to VSSE. No update this time.

h) **Annual Dinner 2017** (*Proceeds to 江西中洲小學*)

– Scarves: With John and Tommy's arrangement, the scarves have been produced and mailed to John's sister who paid the cost (HKD 5,200). Karl picked up 250 when travelled to HK, and reimbursed John's sister. **HKD 5,200 to be reimbursed to Karl.**

Bosco

i) **AGM** – it was held on Sep 4 Monday. Please see the AGM minutes distributed on September 16.

j) **Upcoming events**

Chinese Labour Tour (*Proceeds to 江西中洲小學*)

– To be held in Aug 2018 (TBC). To be chaired by John.

Cycling Across Canada 2018

– To be co-organized by E & E Global Foundation and Vancouver Cycling Touring Association. VSSE will be one of the beneficiaries to receive donation from this activity.

11. Membership

a) 109 membership fees have been collected so far, with 27 new members.

12. Any Other Business

a) Insurance for Dragon Boat. Karl to explore why our insurance could cover events like Sun Run and Polar Bear which are organized by other organizations, but not Dragon Boat which is also organized by another organization. **Karl has talked with the broker and she would check with the insurance company.**

Karl

b) Facebook account

Joyce found that there was a VSSE Facebook page created quite a while ago, but has not been used. Joyce suggested to cancel it. All agreed. **Joyce will arrange the cancelation.**

Joyce

13. Adjournment: Meeting was adjourned at 8:30 pm.

14. *The next meeting will be held at 6:30 pm on Sep 29 (Fri), at the Community Room of Vancity, Burnaby.*