

**VANCOUVER SOWERS SOCIETY OF EDUCATION**  
**Minutes of Directors' Meeting**

Date: Sep 29, 2017  
 Time: 6:30 pm  
 Venue: Community Room of Vancity, 5064 Kingsway, Burnaby

Directors Present: Bosco Lee, Jeff Leung, John Lee, Joyce Lei, Karl Lam, Ming Chan, Wendy Hui  
 Regrets: Archie Tsang, KK Lee  
 Members Present: John Lai, Dorothy Lai, Chuck Lee  
 Chaired by: Karl Lam  
 Minutes taken by: Karl Lam

1. Meeting was called to order at 6:40 pm.
2. Adoption of agenda  
 It was moved by Ming, seconded by Joyce and carried to adopt the agenda.
3. Adoption of minutes of last meetings on Sep 4  
 It was moved by Ming, seconded by Joyce and carried to adopt the minutes.

**To be Followed  
 Up By**

**4. Treasurers's Report**

a) Bank Balances (BoC as of Aug 25, Vancity as of Aug 31):

Bank	Admin. (CAD)	Donation (CAD)	Donation (RMB)
BOC	10,261.33	61,534.08	496.33
HSBC (est.)	0	2,415.96	-
Vancity (est.)	3,724.41	406.13	-
<b>Total</b>	<b>13,985.74</b>	<b>64,356.17</b>	<b>496.33</b>
H2H		17,116.00	
Others		47,240.17	

b) Major transactions (not included in the balances above):

- Remittance to HKSA for 江西中洲小學 - RMB 150,000.

c) Tax receipts

- Sun Run is 35% done.
- Karaoke Contest are done.
- Membership all prepared, pending to be sent.
- C12 to be done next 2 weeks.
- Soccer Cup to be done within October.
- Annual dinner to be done within October.
- Dragon boat - not sure if already issued. Bosco will check.

Ming and  
 Bosco

d) Change of authorized signatures at BOC, HSBC and Vancity

- New authorized signatures are: Bosco, Archie, Ming and John. **Ming to arrange for the change.**
- Karl has prepared the authorized signatures form for the change at BoC. All directors present have signed.

Ming

- e) 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
- f) Tax receipts for the fund donated via E&E's fund raising. Bosco raised that it might be improper to issue tax receipts to donors for donations raised by another organization. **Karl will check with CRA.** Karl
- g) Financial statements, and annual filing to CRA
  - The financial statement has been received from the accountant, and was included in the year book. Ming
  - The annual filing to CRA has been completed and mailed to CRA. A hardcopy and an invoice have also been received from the accountant. **A cheque has been signed and Ming will arrange the mailing to the accountant.**
  - GSH/HST rebate has not been done yet. **Karl is checking if the accountant can help.** Karl

## 5. Other Administration Tasks

- a) Facebook account
 

Joyce found that there was a VSSE Facebook page created quite a while ago, but has not been used. Joyce suggested canceling it. All agreed. Joyce found that we could not cancel it. **Ming will check if Dabby (an ex-president) knows who created such.** Ming
- b) AGM follow up tasks
  - Joyce has performed the update to BC Registry for our change of directors (2016-2017) and address (to the UPS mail box). Joyce has submitted the annual report (the new directors for the new term 2017-2018) to BC Registry.
  - Karl has sent our new mailing address, the list of new directors and financial statements to the insurance company.
- c) Insurance for Dragon Boat. Karl has talked with the insurance broker and got the following explanation:
  - Commercial General Liability - All events organized by other organizations are not covered. Such would be covered by the insurance of the organizers already.
  - Directors and Officers Liabilities – our directors and officers are always covered, and such is not event dependent.

Karl has emailed the broker his understanding, and waiting for her written confirmation. Karl

## 6. Education projects in China

- 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.**
  - Sep, 2017: HKSA advised that China has a new Charity Law, that all NGOs need to be registered. HKSA is following up on this, and can only re-visit the school to early next year when the registration is successful.
- b) 大柏樹完小: It has been completed in Nov 2012 but the official audit report still has not been done.
  - Sep, 2017**The memorial booklet will be available next week.**

- c) Status of schools that VSSE had sponsored (Karl enquired this in Dec, 2015).
  - HKSA has sent out questionnaires again to the schools to get the updated figures.
  - Sep, 2017: HKSA advised that only a few locations of Gansu province had returned the questionnaires. Other areas have suspended, as the NGO registration has not been completed. **Pending HKSA to send us the completed ones.**
- 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. No update.

Karl suggested in April that we should consult CRA regarding what VSSE could sponsor, as currently we do not have a concrete guideline. **Karl has not got the chance to talk with CRA.**

- e) 江西中洲小學
  - Archie and Ming has remitted the first instalment (RMB 150,000) to HKSA. **HKSA will send us the official receipt soon.**
- f) Wah Kwong students – The school is processing the students' applications. **HKSA will send the applications to us when such are available.**
- g) University students - no update this time.
- h) High school students
  - HKSA advised that the 29 high 3 students have graduated, and would like us to continue sponsor the 21 high 2 students. Karl suggested to HKSA that VSSE would likely sponsor more students, and **HKSA would look for other students for us to consider.**

## 7. Horizons

- a) Sponsorship of CAD2,000 to Horizons. Horizon has suggested some days for the cheque presentation in Sep. **John is coordinating people to attend.** John

## 8. Participation in Events by Other Organizations

- a) On Sep 22, Ming, Bosco and Archie attended the award presentation dinner of BC Chinese Soccer Federation.

## 9. Events & Activities

### a) Sharing Club

- Health & Well-being Session by Dr Patrick Chan - pending

### b) VSSE Super Singer Contest 2017

- 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

### c) Challenge 12 Hours (*Proceeds to General Donation*)

Income:

Registration fee:	\$8,835 (includes \$4,050 donations)
Donation:	\$1,200
Pledged donation:	\$8,911
Expenses:	\$4,250.12
<b>Net Income:</b>	<b>\$14,695.88</b>

d) **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 5 team sponsors).

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

- Thank you letters to be sent to major sponsors, and any donations above 500.
- Karaoke, still have \$2,350 donation not received yet.
- Still to receive the fund from 5 sponsors.
- **John to arrange sending money to HKSA for article competition. Karl to inform HKSA the winners.**

John

Karl and  
John

f) **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.

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

- Per Sep 4 meeting, tentatively this will be held on Apr 22, 2018 at the Aberdeen Centre.

Karl

10. **Non-VSSE Events**

a) **Cycling Event by VSSE friends (8 – 11 Sep)**

Organized by Friends of VSSE, with part of the proceeds goes to VSSE. The event has been completed. **Bosco will follow up with Michael to receive cash, and issue tax receipts to the donors accordingly.**

Bosco

b) **Cycling Across Canada 2018**

- 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.
- E&E asked us to submit a fund application. The directors voted if we should do such and the result was: 4 yes's, 2 no's, and 1 abstain, motion carried. Post meeting note: it was voted via whatsapp that we would apply for \$20,000 and the fund would be for 江西中洲小學. Karl has prepared and submitted the application.

11. **Membership**

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

12. **Any Other Business**

a) John's key for Richmond PO box has been passed to Ming.

b) Transition to new BC Society Act. **Joyce will follow up.**

c) Ming advised that he has created sub-folders in the email account members@vansowers.org and organized the emails accordingly. Thus, this becomes another email address for VSSE's e-filing.

d) Karl advised that he had prepared an admin inventory list to save all important admin related items that we have. **Karl will pass this to others to see if any update is needed.**

Joyce

Karl

13. The next meeting is to be held at 6:30 pm on Oct 19 (Thu), at the Community Room of Vancity, Richmond.

14. **Adjournment:** Meeting was adjourned at 8:45 pm.