

VANCOUVER SOWERS SOCIETY OF EDUCATION
Minutes of Directors' Meeting

Date: Oct 19, 2017
 Time: 6:30 pm
 Venue: Food Court of Public Market, No.3 Road, Richmond

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

Note: The meeting was supposed to take place at the Vancity Richmond Branch at #100 - 5900 No.3 Road, but we missed to take the key.

1. Meeting was called to order at 6:43 pm.
2. Adoption of agenda
 It was moved by Ming, seconded by Bosco and carried to adopt the agenda.
3. Adoption of minutes of last meetings on Sep 29
 It was moved by KK, seconded by Bosco and carried to adopt the minutes.

**To be Followed
Up By**

4. Treasurers's Report

a) Bank Balances (BoC as of Oct 17, HSBC as of Sep 30):

Bank	Admin. (CAD)	Donation (CAD)	Donation (RMB)
BoC	7,120.91	57,308.78	496.33
HSBC	0	2,416.04	-
Vancity (est.)	3,724.41	406.13	-
Total	10,845.32	60,130.95	496.33
H2H		17,116.00	
Others		43,014.95	

b) Major transactions:

- \$1,575 paid to accountant for CRA annual filing.
- \$600 deposited to BoC donation account, from soccer sponsorship.

c) Tax receipts

- Sun Run is 75% done.
- Membership is done.
- C12 is done.
- Soccer Cup – tax receipts to individual donors to be done.
- Annual dinner: tickets done, karaoke to be done this week.
- Dragon boat to be started.

Ming and
Bosco

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

- New authorized signatures: BoC has been done. **Ming to arrange for the change for the other banks.**

Ming

- e) Update of mailing address of bank accounts to the UPS Postal Box
- It was found that our address at HSBC had actually not been changed. **Bosco will follow up with HSBC again.** Bosco
- f) Tax receipts for the fund donated via E&E's fund raising. Bosco raised in the last meeting that it might be improper to issue tax receipts to donors for donations raised by another organization. Karl has checked with CRA and was advised that we should issue tax receipts to those who have donated to us.
- g) Financial statements, and annual filing to CRA
- Ming has mailed the cheque to the accountant, and the accountant has confirmed receipt.
 - GSH/HST rebate has not been done yet. **Karl is checking if the accountant can help.** Karl
- h) Vancity accounts have not been used for too long and became dormant. **Bosco will re-activate it upon his return from holiday.** Bosco
- i) **Ming will prepare a budget for this year term.** Ming

5. Other Administration Tasks

- a) Facebook account
Ming checked with Dabby (an ex-president) and found that she has the admin user ID and password. **Ming will ask for the user ID and password.** Ming
- b) AGM follow up tasks
- Karl has sent the director's manual to the new directors.
- c) Insurance for Dragon Boat.
- As per Sep minutes, Karl emailed the insurance broker his understanding. **Still pending their confirmation.** Karl
 - Further, Karl asked if our training sessions would be covered. **The broker has consulted the insurer and pending their reply.**
- d) Transition to new BC Society Act. No update as Joyce was busy with other matters. Joyce
- e) Inventory lists
Karl has sent the lists to the directors. All to provide update. 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.
- Oct, 2017: **The memorial booklet will be available next week.**

- c) Status of schools that VSSE had sponsored
 - Mar, 2017: HKSA has sent out questionnaires 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. Karl verbally talked with CRA, and was advised that we could not do orphanage. **Karl will inform HKSA accordingly.**
- e) 江西中洲小學
 - HKSA has sent us the official receipt for the first instalment.
- f) Wah Kwong students – Sep, 2017: **HKSA will send the applications to us when such are available.** Oct, 2017: HKSA asked if we would continue to sponsor 20 students this year. The board approved the sponsorship, and **Karl will inform HKSA accordingly.**
- g) University students – HKSA is asking for the sponsorship for the 4th year (2017-18). **Karl will contact our donors for the donation.**
- h) High school students
 - HKSA asked if we would continue to sponsor 50 students again this year term. The board approved the sponsorship and **Karl will inform HKSA accordingly.**

7. Horizons

- a) Sponsorship of CAD2,000 to Horizons - John, Ming and Jeff presented the cheque to them. Post meeting update: **John will ask them (School District #38) to send us the acknowledgement letter by Nov 7.** John

8. Participation in Events by Other Organizations

- a) We have received invitation to the Vancouver Cambie Lions Club's Christmas party. **A callout will be sent to our members to encourage their attendance.** Jeff

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. Per Sep 4 meeting, **Wendy would pass the file to Karl to take a look.** Wendy

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

- Ming will prepare the event report. Ming

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

- Still awaiting for the payment by 3 team sponsors. Post meeting update: **John will follow up with Michael on Oct 31 to get the payment from the sponsors.** John

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. Post meeting update: **John will send the letters by Nov 3.**
- Karaoke, still have \$2,350 donation not received yet. **Ming is following up.**
- Still to receive the fund from 5 sponsors.
- Article competition - **John has asked Wendy to deliver the prize in cash to HKSA office, and advised HKSA the arrangement.** Karl has informed HKSA the winners.

John
Ming

John

f) **Upcoming events**

Potluck

- Target to be in Dec or Jan.

Polar Bear

- Jeff will check with Bong if he can chair the event.

Jeff

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.

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**

This is 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.

- No update this time.

11. Membership

- a) Will start collect 2018 membership starting the next potluck. It was agreed that tax receipts would not be issued, as members will be receiving benefits (eg, members will pay less for potluck).

12. Any Other Business

- a) Nil

13. Next meeting: To be held at 6:30 pm on Nov 30 (Thu), at the Community Room of Vancity, Burnaby.

14. Adjournment: Meeting was adjourned at 7:55 pm.