

VANCOUVER SOWERS SOCIETY OF EDUCATION
Minutes of Directors' Meeting

Date: Dec 5, 2017
 Time: 6:30 pm
 Venue: Community Room of Vancity, 5064 Kingsway, Burnaby

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

Regrets: Nil

Members Present: Nil

Chaired by: Karl Lam

Minutes taken by: Karl Lam

Note: This meeting was postponed from Nov 30, 2017 due to unavailability of the venue.

1. Meeting was called to order at 6:37 pm.
2. Adoption of agenda
It was moved by Ming, seconded by John and carried to adopt the agenda.
3. Adoption of minutes of last meetings on Sep 29
It was moved by Ming, seconded by Archie and carried to adopt the minutes, with the following updates:

4b) Major transactions should include the following:

- Deposited
 - \$2,300 (general donation)
 - \$4,284 (C12 pledged donations)
 - \$ 300 (C12 donation)
 - \$4,588 (annual dinner tickets minus dinner cost)
 - \$ 780 (year book ad)
 - \$6,417 (miscellaneous income from annual dinner)
 - \$4,445 (soccer cup sponsorship and donation, to H2H)
 - \$ 250 (Heart to Heart donation)
- Transferred CAD 28266.15 from BoC donation account to admin account for purchasing RMB 150,000. Remitted RMB 150,000 to HKSA for 江西中洲小學.

4a) The H2H amount should include the corresponding amounts above (soccer cup and H2H donation), and thus should be \$17,116 + 4,445 + 250 = \$21,811.

**To be Followed
Up By**

4. Treasurers's Report

a) Bank Balances (BoC as of Dec 5, HSBC as of Sep30, 2017)

Bank	Admin. (CAD)	Donation (CAD)	Donation (RMB)
BoC	7,104.66	60,892.53	496.33
HSBC	0	2,416.04	-
Vancity (est.)	3,724.41	406.13	-
Total	10,829.07	63,714.70	496.33
H2H		23,311.00	
Others		40,403.70	

b) Major transactions (since Oct 1):

- Deposited
 - \$1,500 (Soccer Cup sponsorship and donations, to H2H. This amount has been added to the H2H amount at 4a above.)
 - \$ 600 (general donations)
 - \$1,600 (general donations from VCTA)
 - \$ 500 (year book ad)

c) Tax receipts

- Sun Run - done.
- Soccer Cup – tax receipts to individual donors have been done.
- Annual dinner karaoke - done.
- Dragon boat - done.
- Cycling fund-raising by VSSE fiends. It was done, but found that the information provided by Michael had an extra donation and thus an extra tax receipt of \$270 was issued. **Bosco will void the receipt.**

Bosco

d) Change of authorized signatories at BOC, HSBC and Vancity (per Sep meeting, the new signatories should be Ming, John, Bosco and Archie)

- Per Oct minutes, BoC has been done.
- Vancity (original authorized signatories were Michael and Bosco) – Post meeting note: Bosco, Ming, Archie and Michael went to Vancity on Dec 7. Ming and Archie have been added, and Michael removed. **John to be added.**

Ming

e) Update of mailing address of bank accounts to the UPS Postal Box

- It was found in October that though we requested our address change at HSBC, it had not been done. Bosco has sent an email to HSBC and also talked with them over the phone. He was advised that the change at Oct had actually been done, but just not effective yet. The address change should be effective now.

Bosco

f) Tax receipts for the fund donated via E&E's fund raising: Request was received in Sep, but still **pending for E&E to send us the information.**

g) Financial statements, and annual filing to CRA

- The accountant has enquired about our GST/HST rebate, but didn't mentioned that he would help. **Karl will check with him again.**

Karl

h) Vancity accounts became dormant. Post meeting note: Post meeting note: Bosco, Ming and Archie have been to Vancity on Dec 7, and re-activated the accounts.

i) Ming has prepared the budget for 2018. The board approved the budget, with the correction that the expense for the school project in Q2 should be CAD 6,000 more (for the project follow-up fees). Please see Appendix for the updated budget.

j) BoC e-banking - **Bosco will test if he could use it.**

Bosco

5. Other Administration Tasks

a) VSSE Facebook account

Dabby (an ex-president) advised in Oct that she had the admin user ID and password. Dabby now advised that she had forgotten the password, and she would delete the facebook page.

Ming

- b) Insurance Karl
- As per Sep minutes, Karl emailed the insurance broker his understanding. A reply has been received from the insurer but the explanation was different from what the broker explained (the insurer says that the D&O do not cover activities organized by other organizations). **The broker is asking the insurer for clarification.**
 - Karl also asked in October if our training sessions would be covered. **Still awaiting for the reply from the insurer.**
 - **Karl to check with HKSA how their insurance for such type of events could be done.**
- c) Transition to new BC Society Act. No update as Joyce was busy with other matters. **Joyce expects that she could do this by end Jan.** Joyce
- d) Inventory lists Ming
- Ming has taken up the updating of the event inventory list, and Karl continues to update the admin inventory list. Ming found that the roll-up banner is missing. He will continue to look for it.
- e) Old PO Box at Richmond Centre – renewal reminder has been received. Post meeting note: Bosco and Ming have terminated the rental on Dec 7.
- f) UPS mail box – Karl suggested that it's better to check the mailbox at least once every 2 weeks (eg, the cheques for university sponsorship should have arrived in early November, but were only picked up in early Dec). Ming and Joyce agreed. Also, **Ming will get the key which allows us to get mails after office hours.** Ming

6. Education projects in China Karl

- 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.
 - Dec, 2017: HKSA advised that their NGO registration was going on smoothly, and **expects to re-visit the school in 2018 after the registration is completed.**
- b) 大柏樹完小: It has been completed in Nov 2012 but the official audit report still has not been done.
- Dec, 2017: **The memorial booklet has been received.**
- c) Status of schools that VSSE had sponsored
- Dec, 2017: HKSA advised that the returned questionnaires did not have any from VSSE schools. **HKSA is waiting for the NGO registration to complete, before asking the schools to submit reports again.**
- 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. In Oct, Karl talked with CRA, and was advised that we could not do orphanage. Karl has informed HKSA accordingly.
- e) 江西中洲小學
- Dec, 2017: HKSA sent us the photos of the school foundation excavation.
- f) High school students - Karl informed HKSA that we would continue to sponsor 50

students this year term. HKSA is reviewing the applications from students, and **will submit a proposal to us upon the completion (target by Dec18).**

- g) Wah Kwong students – Karl informed HKSA that we would continue to sponsor 20 students this year, and HKSA provided the list of students and their applications. **Karl will advise HKSA that the list is OK.**
- h) University students (sponsorship of 2 students for the last year) – Karl contacted our donors and they confirmed that they would continue to sponsor this year, and the cheques have been received. Board OK approved to send the money to HKSA. Post meeting note: Bosco, Ming and Archie has sent the money on Dec7.

7. Horizons

- a) Sponsorship of CAD2,000 to Horizons - John has ask them (School District #38) to send us the acknowledgement letter. **Still awaiting.** John

8. 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 has passed 2 DVDs to Karl **to take a look.** Karl

c) Challenge 12 Hours 2017 (*Proceeds to General Donation*)

- The event report has been received from Connie.

d) Soccer Cup 2017 (*Proceeds to Heart-to-Heart Program*)

- The outstanding payment by 3 team sponsors have been received and tax receipts issued.

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. John advised that there was no donations over \$500, so no letters sent. Wendy advised that there were some Karaoke donations which were over \$500. **Ming to get the list and pass to John** (John has left the meeting after reporting). John
- Karaoke: still have \$2,350 donation not received yet. **It's expected to be received by Dec21.** Archie
- **Still to receive the fund from 2 sponsors (Pink Pearl and Yi Hai) for yearbook ad.** Wendy
- Article competition - Wendy has delivered the prize in cash to HKSA office. HKSA has delivered the money to Wah Kwong, and presented 2 prizes. The prize for the 3rd one was kept by the school, for passing to the student later. **Karl to follow up when this is done.** Karl
- Archie provided, via email, a draft of the detailed records of the donors and donations that we received for Annual dinner 2017.
- Wendy suggested sending scarves as souvenirs to major sponsors. The board agreed.

f) Upcoming events

New Year Gathering

- Target to be Jan 20 (Sat). Place to be decided.

Polar Bear 2018

- Bong agreed to be the chaired. **Ming will send the call-out.**

Ming

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

- Per Sep 4, 2017 meeting, tentatively this will be held on Apr 22, 2018 at the Aberdeen Centre. **Ming will check with Vivian for any update.**

Ming

Sun Run 2018 (*Proceeds to H2H*)

- To be held in April. **Ming will check with David if he can help, and if John Lai can be the chair.**
- The board decided that the proceeds will go to Heart-to-Heart.

Singing Contest 2018 (*Proceeds to 江西中洲小學*)

- Target to be held in mid March. Chaired by Jeff. Wendy shall check with Pink Pearl if there's any available day.
- The board decided that the proceeds will go to 江西中洲小學.

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

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

9. Miscellaneous

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

Received \$1600 donation from Michael. As per item 4c, tax receipts have been issued.

b) Cycling Across Canada 2018 - co-organized by E & E Global Foundation and Vancouver Cycle Touring Association (VCTA). VSSE is one of the beneficiaries to receive donation from this activity.

- E&E advised that their target was to raise \$100,000, and VSSE will get 5% of the total donations.
- Karl attended their press conference on Nov 13.
- VCTA has arranged with AM1470 for interviews with the beneficiary organizations. VSSE was scheduled to appear on Jan 5, 2018 (Fri) at 10:30pm.

c) Vancouver Cambie Lions Club's Christmas party on Nov 26 - a callout has been sent to our members to encourage their attendance. No VSSE representative attended.

10. Membership

a) Per Oct meeting, we shall start collecting 2018 membership from the next potluck (New Year gathering now).

b) 1 new membership received. Another old member paid 2018 membership.

11. Any Other Business

a) Dragon Boat – it was raised if we will host the event. It will depend on the finding regarding insurance (item 5b).

12. Next meeting: To be held at 6:30 pm on Jan 16 (Tue), at the Community Room of Vancity, Richmond.

13. Adjournment: Meeting was adjourned at 8:22 pm.

Appendix - 2018 Preliminary Budget Planning for VSSE

	Adminstration	Revenue	Expense	Total
	Fund Balance End of Year (2017)	7,100		
Q1	Membership Fee	1,000		
	Insurance		1,900	
	Misc.		400	
Q1 Total		8,100	2,300	5,800.00
Q2	Membership Fee	1,000		
	Misc.		400	
Q2 Total		1,000	400	600.00
Q3	Accounting Fee		3,200	
	Misc.		400	
Q3 Total			3,600	(3,600.00)
Q4	Misc.		400	
Q4 Total			400	(400.00)
2018 Total		9,100	6,700	2,400.00

	Donation	Revenue	Expense	Total
	Fund Balance End of Year (2017)	35,000		
Q1	Polar Bear	1,000		
	Koraoke	12,000		
	General Donation	250		
Q1 Total		48,250		48,250.00
Q2	SunRun	7,000		
	General Donation	250		
	School Project		20,000	
Q2 Total		7,250	20,000	(12,750.00)
Q3	General Donation, Dragon Boat	2,000		
	Challenge 12 Hours	12,000		
	Annual Dinner	13,000		
	General Donation, E&E	5,000		
	General Donation	250		
	H2H 80 students		24,000	
	Hua Guang 20 students		10,000	
Q3 Total		32,250	34,000	(1,750.00)
Q4	Soccer	3,000		
	General Donation	250		
	Horizon		3,000	
Q4 Total		3,250	3,000	250.00
2018 Total		91,000	57,000	34,000.00