

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

Date: Jan 16, 2018  
 Time: 6:30 pm  
 Venue: Community Room of Vancity, #100 - 5900 No.3 Road, Richmond

Directors Present: Archie Tsang, Jeff Leung, John Lee, Joyce Lei, Karl Lam, KK Lee, Ming Chan, Wendy Hui  
 Regrets: Bosco Lee  
 Members Present: Raymond Leung, John Lai, Dorothy Lai, Annie Ma, Wendy Lau, Connie Thai  
 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 Archie and carried to adopt the agenda.
3. Adoption of minutes of last meetings on Sep 29  
 It was moved by John, seconded by Ming and carried to adopt the minutes, with the following updates:
  - 4i) The budget included in the minutes was the old version (the school project in Q2 should be CAD 6,000 more). The updated version is attached in the appendix.

**To be Followed  
Up By**

**4. Treasurers's Report**

a) Bank Balances (BoC as of Jan12, HSBC as of Dec29, 2017, Vancity as of Dec31, 2017)

Bank	Admin. (CAD)	Donation (CAD)	Donation (RMB)
<b>BoC</b>	5,800.88	64,680.88	376.33
<b>HSBC</b>	0	2,416.10	-
<b>Vancity</b>	3,740.78	720.79	-
<b>Total</b>	<b>9,541.66</b>	<b>67,817.77</b>	<b>376.33</b>
H2H		23,335.00	
Others		44,482.77	

b) Major transactions (since Dec 5):

- Deposited
  - \$ 500 (year book ad)
  - \$ 418 (H2H university student sponsorship. This amount has been added to H2H amount at 4a)
  - \$2,650 (Annual Dinner karaoke pledge)
  - \$ 204 (Annual Dinner tickets - admin)
  - \$ 100 (Polar Bear donation)
  - \$ 920 (Polar Bear pledge)
  - \$ 394 (General donations)
  - \$ 294.6 (General donations withdrawn from Paypal)
- Transferred \$394 from BoC donation account to RMB account (RMB 2,000). This amount has been subtracted from the H2H amount at 4a above)
- Remitted RMB 2,120 remitted from BoC RMB account to HKSA for 2 university student sponsorship.

- c) Tax receipts
  - Cycling fund-raising by VSSE fiends. In Dec, it was found that the information provided by Michael had an extra donation and thus an extra tax receipt of \$270 was issued. Bosco has voided the receipt.
  - It was found that the tax receipts for bus tour were missed, but has just been done.
- d) Change of authorized signatories at HSBC and Vancity (per Sep meeting, the new signatories should be Ming, John, Bosco and Archie)
  - **Vancity - John to be added.** Ming
  - **HSBC – Michael to be deleted, and Archie and John to be added.** Ming
- e) Update of mailing address of bank accounts to the UPS Postal Box
  - HSBC - The address change has been confirmed to be effective, as some mails had been received from HSBC.
- f) Tax receipts for the fund donated via E&E’s fund raising: Request was received in Sep, 2017 but still **pending for E&E to send us the information.**
- g) Financial statements, and annual filing to CRA
  - Karl has contacted the accountant and he agreed to help our GST/HST rebate. He needs the GST/HST rebate form from CRA, but it’s not sure where the form is. Karl
- h) BoC e-banking - Bosco has tested and could use it. **Pending Bosco to show other directors.** Bosco

**5. Other Administration Tasks**

- a) VSSE Facebook account
 

Dabby (an ex-president) advised in Dec she had forgotten the password, and she would delete the facebook page. No update this time. Ming
- b) Insurance
  - The insurer confirmed that the D&O does not cover our directors for activities organized by other organizations. On the other hand, our training sessions would be covered (D&O and CGL).
  - Karl talked with HKSA how their insurance for such type of events could be done. HKSA provided some ideas in this regard and what we should look for when finding a broker. Due to time constraint, such were not discussed in the meeting. Karl
- c) Transition to new BC Society Act (softcopy of institution and bylaws need to be uploaded): Joyce has created the softcopy of our constitution and bylaws. The Board approved the version. **Joyce will upload the documents.** Joyce
- d) Inventory lists
  - Ming has found the roll-up banner.
- e) UPS mail box – Ming has got the key which allows us to get mails after office hours.
- f) We are running out of temporary receipts. John will arrange to print some. Post meeting note: Wendy found a printer which offered pretty good price for temporary receipt books and a self inking stamp. The board approved such via Whatsapp. Wendy

**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. Karl

- 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) 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.**

c) 江西中洲小學

- Jan, 2018: HKSA sent us the Nov and Dec progress reports.

d) 50 High school students

- Jan, 2018: HKSA provided the list of students and donation instruction. Board approved to send the money. **This is to be done after Karl has signed and sent the donation instruction.**

Karl / Ming /  
Bosco

e) 20 Wah Kwong students

- Jan, 2018: Karl confirmed in late Dec that the student list was OK. HKSA sent us the donation instruction. Board approved to send the money. **This is to be done after Karl has signed and sent the donation instruction.**
- KK visited Wah Kwong personally. He found that the students were kind and polite, but the school building is in bad condition.

Karl / Ming /  
Bosco

f) University students (sponsorship of 2 students for the last year)

- Jan, 2018: The money was sent to HKSA in early Dec, and the receipts have just been received from HKSA.

## 7. Horizons

- a) Sponsorship of CAD 2,000 to Horizons - John has received from School District #38 the acknowledgement letter (both soft and hard copy). **John to send the softcopy to e-filing.**

John

## 8. Events & Activities

a) **Sharing Club**

- Ming to share China-US relationship. Target Feb 7.

b) **VSSE Super Singer Contest 2017**

- VCDs (Price CAD25). Karl has taken a look of the DVDs of the event, but found that he did not have the software to edit DVD video files. Also the video is indeed very long and Karl do not have time to go through them in details to select the highlights. Karl to return the DVDs to Wendy to follow up.

Karl/Wendy

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

- Invoices / receipts to company sponsors have been issued.

d) **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. No update.
- John will send thank you letter to Boss Bakery.
- Karaoke: The outstanding \$2,350 donation has been received, with an extra \$300 donation (ie, \$2,650 was received).
- **Still to receive the fund from 2 sponsors (Pink Pearl and Yi Hai) for yearbook ad.**

John

John

Wendy

- Article competition - The prize for the 3rd one has been sent to the student.

e) **Polar Bear 2018** (*general donation*)

- Ming has sent the call-out, and the event taken place on Jan1, 2018. So far \$920 was raised by the participants and \$105 donation received. Archie has prepared a draft financial report. The board decided that the money will go to general donation.

f) **New Year Gathering**

- It will be held on Jan20 at Canadian Martyrs Parish in Richmond. Ming has sent the callout.
- So far 98 persons have registered.

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

- It will take place on Apr29 at Pink Pearl.
- One committee meeting has been held.
- Joyce will design the poster.
- Jeff will prepare registration form and pledge form.

Joyce  
Jeff

h) **Upcoming events**

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

- The venue has been confirmed to be Apr 22, 2018 at the Aberdeen Centre.
- Since this event is jointly organized by Cambie Lions, it was suggested that part of the income will be going to Villa Cathay Care Home. The board agreed.

Ming

**Sun Run 2018** (*Proceeds to H2H*)

- To be held in April 22. KK will be the chair. Ming has checked with David and he agreed to be the coach.
- Per 3a above, our insurance does not provide us D&O coverage for our organizing a team to participate in Sun. The directors agreed to accept the risk.
- Training will start in the first week of Feb.
- It was suggested to also participate in BMO 8K which will take place around the same time (May 6). The board agreed and the proceeds will also go to H2H. KK agreed to be the chair. KK will check if David can help.

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

- To be held in Aug 2018 (TBC). John advised that only enrol participants locally would be enrolled.

**9. Miscellaneous Events**

a) **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.

- On Jan 5, 2018, John attended the AM1470 interview arranged by VCTA.

b) **Dragon Boat**

- It was raised in the Dec meeting if we would host the event. Upon confirmation per 3a above our directors would not be protected by our insurance's D&O, the board thinks that the risk for the dragon boat is higher and thus would like to maintain status quo. That is, this will remain an event organized by VSSE friends.
- "VSSE Friends" team name – the board was informed about a rumour that VSSE objects our VSSE friends to use "VSSE Friends" as their dragon boat team name. Karl has sent an official reply via email to the coach clarifying that VSSE do not have such

objection, and on the other hand would like VSSE be clearly seen as a beneficiary (instead of an organizer).

**10. Membership**

- a) Total 5 memberships received so far with 2 new members.

**11. Any Other Business**

- a) Web site – Karl suggested as a Canadian organization, we better change our web site’s user interface from Chinese to English. The board agreed, and Karl will follow up.
- b) Connie advised Shaw could support non-profit organization. 20 weeks before event. 4 times per year. Ming will take a look.

Karl

Ming

- 12. Next meeting:** To be held at 6:30 pm on Feb 27 (Tue), at the Community Room of Vancity, Burnaby.

- 13. Adjournment:** Meeting was adjourned at 8:17 pm.