

VANCOUVER SOWERS SOCIETY OF EDUCATION
Minutes of Directors' Meeting

Date: Feb 27, 2018
 Time: 6:00 pm
 Venue: Community Room of Vancity, 5064 Kingsway, Burnaby

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

1. Meeting was called to order at 6:10 pm.
2. Adoption of agenda
 It was moved by Ming, seconded by KK and carried to adopt the agenda, with the removal of 4c (Tax receipts) and addition of Singing Contest 2018 after item 8e.
3. Adoption of minutes of last meetings on Jan 16.
 It was moved by Archie, seconded by KK and carried to adopt the minutes, with the correction that item 3 - the adoption of minutes should be for the meeting of Dec 5.

**To be Followed
Up By**

4. Treasurers's Report

a) Bank Balances (BoC as of Feb26, HSBC as of Jan31, Vancity as of Dec31, 2017)

Bank	Admin. (CAD)	Donation (CAD)	Donation (RMB)
BoC	5,800.88	64,680.88	376.33
HSBC	0	2,416.12	-
Vancity	3,740.78	720.79	-
Total	9,541.66	67,817.79	376.33
H2H		-1,324.68	

b) Major transactions (since Dec 5):

- Deposited
 - \$ 308 (New Year Dinner surplus)
 - \$1,520 (Membership fees)
 - \$ 100 (Polar Bear donation)
 - \$1,732 (Polar Bear pledge)
 - \$ 600 (楓華小狀元, 4 logo sponsors)
 - \$ 338 (General donations)
 - \$3,269.36 (Shaw's donation match for Connie Thai's fund raised)
- Transferred \$24,659.68 from BoC donation account to RMB account (RMB 123,000). This amount has been subtracted from the H2H amount at 4a above)
- Remitted RMB 123,000 from BoC RMB account to HKSA for 50 high school students and 20 Wah Kwong students sponsorship.

c) Change of authorized signatories at HSBC and Vancity (per Sep, 2017 meeting, the new signatories should be Ming, John, Bosco and Archie)

- Vancity - John has been added.
- **HSBC – Michael to be deleted, and Archie and John to be added.**

Ming

- d) Tax receipts for the fund donated via E&E's fund raising (request was received in Sep, 2017): The donor information for \$2,050 was received in January. The receipts have been issued.
- e) Financial statements, and annual filing to CRA
- The accountant agreed in Feb to help our GST/HST rebate. He needs the GST/HST rebate form from CRA, but it's not sure where the form is. **No update this time.** Karl
- f) BoC e-banking - **Pending Bosco to show other directors how to login.** Bosco advised that during login, an login code (which is sent to the registered email address) would be asked. **Bosco will set up another email address for registering with BoC e-banking.** This email address can then be shared by 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. Ming checked with Dabby again but no update. Ming
- b) Insurance
- John, Ming and Karl met with an insurance broker arranged by John. An application has been submitted afterwards. Karl
- c) Transition to new BC Society Act (softcopy of institution and bylaws need to be uploaded): Joyce tried to upload our constitution and bylaws, but found that for changed parts, the original versions need to be included. Joyce has updated the document, **and will upload again.** Joyce
- d) Temporary receipts and self inking stamp – Wendy has found a shop that could do these with a good price. The board agreed to go ahead via Whatsapp, and Wendy have had such done.

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.
 - 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.** Karl
- 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
- Feb, 2018: HKSA sent us the Jan progress reports.
- d) 50 High school students
- Feb, 2018: Karl has signed the donation instruction, and Archie and Ming has remitted the money to HKSA.
- e) 20 Wah Kwong students

- Feb, 2018: Karl has signed the donation instruction, and Archie and Ming has remitted the money to HKSA.
 - In Jan, KK visited Wah Kwong personally. **Karl will upload some pictures to our web site.** Karl
- f) University students (sponsorship of 2 students for the last year)
- Feb, 2018: No update.

7. Horizons

- a) Sponsorship of CAD 2,000 to Horizons - John has sent the acknowledgement letter from School District #38 to e-filing.
- b) Next year term 2018-2019 - John suggested to increase to \$3,000 and the board approved.

8. Events & Activities

a) Sharing Club

- Ming to share China-US relationship - It has been held on Feb 7 and 38 persons attended.
- Next seminar will be tentatively end Apr.

b) VSSE Super Singer Contest 2017

- Karl has passed the DVDs back to Wendy to follow up. Wendy

c) 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. Ming has provided the list of karaoke sponsors over 500, and John advised that he would send the thank you letters today. John
- Thank you letter to Boss Bakery - John advised that he would send it today. John
- **Still to receive the fund from 2 sponsors (Pink Pearl and Yi Hai) for yearbook ad** - John has prepared the invoices and sent to the companies. Wendy

d) New Year Gathering

- It has been held on Jan20 at Canadian Martyrs Parish in Richmond. 105 persons attended. There's a surplus of \$308 which has been deposited to our donation account.

e) Polar Bear 2018 (*general donation*)

- Archie has prepared the financial report. The total pledged amount was \$2,652.93. Together with donations and some minimal expenses, the total income was \$2,880.35

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

- It will take place on Apr29 at Pink Pearl.
- Joyce has designed the poster and Jeff has prepared the registration form and pledge form. These have been posted to our web sited.
- The posters will be posted to some restaurants, shops and community centres.

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

- To be held on Apr 22, 2018 at the Aberdeen Centre.
- John has had a meeting with Vivian. The following needs the board's approval:
 - Create a demo cheque with a budget of \$200. The board approved. Karl will check if Joyce could do the design. Karl
 - One more logo sponsor is needed, and John suggest the board to help. The board members in the meeting agreed to sponsor.
- John will be the MC, Ming will be one of the judges, and Jeff will be the floor manager.

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

- To be held on April 22.
- 2 trainings have been held.
- 36 persons registered.
- It was suggested in January to also participate in BMO 8K which will take place around the same time (May 6). KK and David confirmed that they would join BMO 8K and would invite the Sun Run team members to join. The same Sun Run sponsorship form will be used for both events.

i) **Upcoming events**

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

- To be held in Aug 2018 (TBC). John advised that only local participants 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.

- No update this time

b) **Dragon Boat**

- No update this time.

10. **Membership**

a) Total 78 memberships received so far with 6 new members.

11. **Any Other Business**

- a) Web site – Karl has updated the web site’s user interface from Chinese to English.
- b) Connie advised in January that Shaw could support non-profit organization. Ming has submitted an application for Challenge 12 Hours, and requested for \$3000.

Ming

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

13. **Adjournment:** Meeting was adjourned at 7:25 pm.