

VANCOUVER SOWERS SOCIETY OF EDUCATION
Minutes of Directors' Meeting

Date: March 27, 2018
 Time: 6:30 pm
 Venue: Community Room of Vancity, #100 - 5900 No.3 Road, Richmond

Directors Present: Archie Tsang, Bosco Lee, Jeff Leung, Karl Lam, KK Lee, Wendy Hui
 Regrets: Ming Chan, John Lee, Joyce Lei
 Members Present: Nil
 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 KK, seconded by Jeff and carried to adopt the agenda.
3. Adoption of minutes of last meetings on Feb 27.
 It was moved by KK, seconded by Jeff.

**To be Followed
Up By**

4. Treasurers's Report

a) Bank Balances (BoC as of Mar26, HSBC as of Mar26, Vancity as of Dec31, 2017)

Bank	Admin. (CAD)	Donation (CAD)	Donation (RMB)
BoC	10,171.33	44,144.25	376.33
HSBC	0	2,774.09	-
Vancity	3,740.78	720.79	-
Total	13,912.11	47,639.13	376.33
H2H		-1,324.68	

- b) Major transactions:
 - Archie has just returned from holiday and didn't have time to provide the information.
- c) Change of authorized signatories at HSBC (per Sep, 2017 meeting, the new signatories should be Ming, John, Bosco and Archie)
 - **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: Another set of 9 donations was received. Bosco has issued the receipts.
- e) GST/HST Rebate
 - 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.** Karl
- f) BoC e-banking - Per Feb meeting, **Bosco would set up another email address for registering with BoC e-banking**, and this email address could then be shared by other directors. Bosco advised that he could not update the email address online and would go to the branch for such. 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 as Ming was not in the meeting. Ming
- b) Insurance
- Our insurance has been renewed with the same insurer, via InsureLine Brokers (ONE). Thanks to John for finding the new broker.
- c) Transition to new BC Society Act (softcopy of institution and bylaws need to be uploaded): Joyce has uploaded the typed constitution and bylaws to BC Registry. The transition is completed.
- **Karl will update our web site and the directors' manual to use the typed constitutions and by-laws.** Karl
 - **The typed constitutions and by-laws are to be used when sending to new members.**
- d) Application to Shaw's Program to support nonprofits. Shaw advised in mid March that the application was under review and would take up to 20 weeks. Ming
- e) Change of phone service provider. Bosco clarified that his bringing this up was due to the recent HSBC admin account overdraft from the pre-authorized payment for AIC's annual service fee. The board decided that instead of changing to another phone service provider, **we would deposit some money to the HSBC admin account.** Karl will ask John to follow up. Karl/John

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.**
- b) Status of schools that VSSE had sponsored
- Mar, 2018: HKSA advised that some questionnaires have been received by the China office, and estimated would be available to us in April.
- c) 江西中洲小學
- Mar, 2018: HKSA sent us the Mar progress report.
- d) 50 High school students
- Mar, 2018: Official receipt has been received from HKSA.
- e) 20 Wah Kwong students
- Mar, 2018: Official receipt has been received from HKSA.
 - Karl has uploaded to our web site some pictures of KK's January Wah Kwong visit.
- f) University students (sponsorship of 2 students for the last year)
- Feb, 2018: No update.

7. Events & Activities

a) Sharing Club

- Next seminar will be tentatively end Apr.
- A request was received from a financial advisor to have a seminar “Retirement & Estate Planning” to our members. As it’s sensitive for VSSE to conduct seminars which have commercial nature, the Board decided that we would not proceed with this seminar.

b) VSSE Super Singer Contest 2017

- Wendy’s friend will have the edited video ready available for 2018 contest. \$30 each (Wendy’s friend will charge \$5 charged per disc for the cost). Wendy
- It seems that some donations did not have tax receipts issued. Ming will look for the hard copy donation records and check. Ming

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 via Whatsapp that he had sent the thank you letters.
- Thank you letter to Boss Bakery - John advised via Whatsapp that he had sent it.
- Fund from 2 sponsors (Pink Pearl and Yi Hai) for yearbook ad – These have been received

d) VSSE Super Singer Contest 2018 (*Apr29 at Pink Pearl. Proceeds to 江西中洲小學*)

- 2 registrations received, A few others indicated that they would participate.
- Reservations for 7 tables received.

e) Chinese-Canadian Talent Contest 2018 楓華小狀元 (*Apr 22, 2018 at Aberdeen Centre. Proceeds to Horizons 2018*)

- The board approved in Feb the creation of a symbolic cheque with a budget of \$200. Joyce has created the design. Ming is currently in HK and will arrange for the production. Ming
- John has provided the following via Whatsapp:
 - Run down of the event day.
 - John and Vivian attended an interview on AM1470 on Mar21.
 - 3 cheques have been received from sponsors

f) Sun Run 2018 (*April 22. Proceeds to H2H*)

- 41 persons registered.
- A callout has been sent to invite our Sun Run participants to also join the BMO 8K event which will take place around the same time (May 6). KK later found that BMO 8K was full already, and only David and KK had registered.

g) Upcoming events

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

- To be held in Aug 2018 (TBC). No update.

8. Miscellaneous Events

a) Cycling Across Canada 2018 by E&E and VCTA. VSSE is one of the beneficiaries to receive donation from this activity.

- No update this time

b) Dragon Boat by VSSE Friends

- No update this time.

9. Membership

- a) No change - 78 memberships.

10. Any Other Business

- a) Nil

11. Next meeting: To be held at 6:30 pm on Apr 24 (Tue), at the Community Room of Vancity, Burnaby.

12. Adjournment: Meeting was adjourned at 7:45 pm.

DRAFT