

VANCOUVER SOWERS SOCIETY OF EDUCATION
Minutes of Directors' Meeting

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

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

1. Meeting was called to order at 6:35 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 Apr 24.
 It was moved by Ming, seconded by Archie, and carried to adopt the minutes.

**To be Followed
 Up By**

4. Treasurer's Report

a) Bank Balances (BoC as of May28, HSBC as of Apr18, Vancity as of Apr30).

Bank	Admin. (CAD)	Donation (CAD)	Donation (RMB)
BoC	8,355.89	71,505.50	376.33
HSBC	348.74	2,774.12	-
Vancity	3,741.24	782.2	-
Total	12,445.87	75,061.82	376.33
Heart to Heart		9,144.32	
Others		65,917.50	

b) Major transactions since last meeting:

- Deposited
 - \$400.00 2017 year book ad.
 - \$12,192.00 Singing contest pledged, donation, and registration fee.
 - \$840.00 Sun Run pledged. This amount has been added to the H2H amount at 4a above.
 - \$1,050.00 楓華小狀元 logo sponsor
 - \$347.40 楓華小狀元 donation box & balloons sale
 - \$150.00 General donations
 - \$150.00 Heart to Heart donation. This amount has been added to the H2H amount at 4a above.
 - \$240.00 Membership fee

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

- HSBC – Michael has been removed, and John, Ming and Bosco have been added.

d) GST/HST Rebate

- Karl met the accountant and he explained that reporting GST/HST requires our

accounting records of our payments for goods/services. Depending on the way our accounting entries were recorded, he has some suggestions how we could do the reporting. Also the form to be used could be downloaded from CRA's web site. **Karl will discuss with Bosco.**

Karl and
Bosco

e) BoC e-banking – Karl tried to logon the e-banking. The one-time access code was sent to Bosco's newly set up email address. However, the email account asks for further verification of Karl's PC and Karl did not have the information to proceed. **Karl will check with Bosco.**

Karl and
Bosco

f) Polar Bear 2018 - tax receipts to be issued.

Ming

g) CRA form TF725 – This has been received in April at our mailbox. Ming to pass this to Karl for our next annual report.

Ming

5. Other Administration Tasks

a) VSSE Facebook account

Since nothing further could be done, this item is closed.

b) Insurance

- Per Apr meeting, Karl is to confirm with the new broker what are covered and what are not. **No update this time.**

Karl

c) Transition to new BC Society Act (softcopy of institution and bylaws need to be uploaded):

- Karl has updated the directors' manual and sent to all directors.
- Since there's nothing outstanding, this item is closed.

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. No update this time.

Ming

e) UPS Mailbox renewal – Ming suggested renewing for 2 year. The board agreed. **Ming will proceed with the renewal.**

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.

- 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

- May, 2018: the following questionnaires were received from HKSA:

- 雲南省康明完小
- 雲南省琅琊完小
- 甘肅省周灣小學
- 甘肅省石谷川小學
- 雲南省滴水村小學

And the following re-visit report was received:

- 雲南省大柏樹小學

c) 江西中洲小學

- May, 2018: Received from HKSA Apr and May progress reports from school, and a HKSA project monitoring report. The school interior is being renovated.

- d) 50 High school students
 - No update.
- e) 20 Wah Kwong students
 - Apr, 2018: HKSA will send us thank you letters and report cards from the students.
 - May, 2018: No update.
- f) University students (sponsorship of 2 students for the last year)
 - No update.

7. Events & Activities

a) Sharing Club

- Next seminar will be Chinese foreign affairs by Ming. The venue is being booked for Jun13.

b) VSSE Super Singer Contest 2017

- The DVDs created by Wendy's friend – these were on sell at the 2018 Singing contest.
- Ming has issued those outstanding tax receipts.
- Since there is nothing outstanding, this item is closed.

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

- 15 contestants.
- 158 dinner tickets sold.
- Archie has provided a financial report:

Pledged:	\$7,422.00
Ticket sale:	\$9,130.00
Registration fee	\$450.00
Donations:	\$380.00
Dinner cost:	-\$5,055.00
Prizes	-\$435.00
Net income:	\$11,892.00

- Tax receipts are to be issued.

Ming

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

- Archie has provided a financial report:

Total income:	\$5,156.40
Total expenses:	-\$305.49
Net income:	\$4,850.91

The net income is to be split between VSSE and VCLC. VCLC will receive \$2500 of the net income. The board agreed. **John will arrange to send the money to VCLC (The cheque should be addressed to Villa Cathy Care Home which is a registered charity, and we'll need an acknowledgement letter from Villa Cathy.).**

John

Some sponsorships have not been received yet. Archie will follow up.

Archie

- Ming and John have met with Vivian
 - The financial report was presented.
 - They think that the talent show was very good. However, the question topics are a bit too broad and thus difficult to the students. It's suggested that next time the topics should be more focused.
 - VCLC will receive \$2500 of the net income.

- e) **Sun Run 2018** (*April 22. Proceeds to H2H*)
- Archie has provided a financial report. The net income was \$10,319 (there was no expense).
 - KK suggested next time only VSSE members could join our team.
 - **Tax receipts to be issued.**
- Ming

- f) **BBQ**
- Due to unavailability of our key volunteers, the tentative date was changed from Jul14 (Sat) to Aug11 (Sat).

- g) **Challenge 12 Hours 2018** (*Jul21 and Jul28. Proceeds to 江西中洲小學*)
- A briefing will be held on Jun7.
 - A callout has been sent to hiking friends. To be sent to members.
 - Albert Leung designed the poster. **Jeff will arrange to print 15.**
- Jeff

- h) **Annual Dinner 2018** (*Sep1 Sat. Proceeds to 江西中洲小學*)
- First committee meeting to be held on Jun 5.
 - Jeff will help create the year book.

- i) **Soccer Cup 2018**
- John to check with Auto Lease if they could help organizing again this year. No update this time.
 - Proceeds to general donation.
- John

j) **Upcoming events**

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

- This will be on hold as we don't have enough resource.

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.
- E&E requested the beneficiaries to sign an agreement. As we are just receiving donations, the board decided not to sign it as the agreement puts both parties into unnecessary bindings.
- b) **Dragon Boat** by VSSE Friends
- It will be held on Jun 23 and 24. Ming, John and some members will be there to cheer for them.
- c) VCLC new board installation dinner on Jul22. John and Ming will attend.

9. Membership

- a) Total 89 memberships received, with 7 new members.

10. Any Other Business

- a) AGM – it's decided that it will be tentatively Aug14.

- 11. Next meeting:** To be held at 6:30 pm on Jun 26 (Tue), at the Community Room of Vancity, Burnaby.

- 12. Adjournment:** Meeting was adjourned at 8:05 pm.