

VANCOUVER SOWERS SOCIETY OF EDUCATION
Minutes of Directors' Meeting

Date: Aug 28, 2018
 Time: 6:30 pm
 Venue: Vancouver Public Library, Fraserview Branch, 1950 Argyle Drive, Vancouver, BC

Directors Present: Ah Long, Jeff Leung, John Lee, Karl Lam, KK Lee, Maurice Lui, Ming Chan, Tommy Hui, Wendy Hui

Regrets: Nil

Members Present: Cynthia Ip, Karl Lam, Bosco Lee, Archie Tsang, Catherine Tsao, Chuck Lee

Chaired by: Karl Lam

Minutes taken by: Karl Lam

1. Meeting was called to order at 6:38 pm.
2. Adoption of agenda
It was moved by KK, seconded by Ming, and carried to adopt the agenda.
3. Adoption of minutes of last meetings on Jul24.
It was moved by Ming, seconded by KK, and carried to adopt the minutes.

**To be Followed
Up By**

4. Treasurer's Report

a) Bank Balances (BoC as of Aug27, HSBC as of Apr18, Vancity as of Apr30).

Bank	Admin. (CAD)	Donation (CAD)	Donation (RMB)
BoC	8,213.84	66,176.16	376.33
HSBC	348.74	2,774.12	-
Vancity	3,741.24	782.2	-
Total	12,303.82	69,732.48	376.33
Heart to Heart		10,454.32	
Others		59,278.16	

b) Major transactions since last meeting:

- Deposits
 - \$920.00 Challenge 12 Hours registration fee
 - \$5,015.00 Challenge 12 Hours pledge
 - \$3,276.13 Donation from VSSE friends for Dragon boat race
 - \$170.00 General donations
 - \$600.00 Donation to Wah Kwong
 - \$80.00 Membership fee
 - \$695.25 BBQ day surplus
 - \$500.00 Donation for Annual Dinner first prize
- Withdrawals
 - \$501.5 Gift card for annual dinner first prize

c) Tax receipts to be issued

- Singing Contest 2018 – Tax receipts for pledged donations done.
- 楓華小狀元 2018 – Has been done.
- Sun Run – 2 pledge forms missed – tax receipts issued.

Ming

d) Miscellaneous items

- Change of bank account usage - It was suggested that:
 - We use HSBC instead of BoC as our major bank accounts. That is, all our money is mainly saved in HSBC account, and BoC will be used only for remittance of RMB to HKSA.
 - We don't designated the bank accounts as donation and admin. The amounts in donation and admin funds will be kept purely in our book keeping and accounting. This will make money deposition easier, as from time to time some money deposited contain both donation and admin funds.

Tommy and Karl will look into this, and provide recommendation to the board.

Tommy and
Karl

- GST/HST Rebate

- Per Jun meeting, Bosco would look into this. No update this time. Since Tommy has taken over as the Treasurer, **Tommy will look into this.**

Tommy

- 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. Per Jun meeting, **Tommy would take over to follow up on this.**

Tommy

- Change of authorized signing officers at Banks (Note that for BoC – an signatory must be a directors or an employee)

- The board agreed that the new signatories will be: Ming, John, Tommy and Wendy

- **Tommy will co-ordinate the signatory changes.**

Tommy

5. Administration Tasks

a) AGM 2018 (Aug28, Tue, 6pm)

- Financial report – Tommy has helped prepare the accounting information and sent to the accountant, and the financial statements have been prepared. The financial statements have been approved by the board via email.
- During the preparation of the financial statements, it was found that an amount of \$4,232.96 had been incorrectly deposited to the admin account. This amount is to be transferred from the admin account back to the donation account. However, since we are reviewing our bank account usage, this item is **pending the review result.**
- Karl has sent the AGM notice to members, and received nominations for 9 directors.
- The AGM has been held on Aug28, and the following directors have been elected:
 - President and Secretary : Karl Lam
 - Vice Presidents : Ming Chan and John Lee
 - Treasurer : Tommy Hui
 - Directors: KK Lee, Wendy Hui, Jeff Leung, Ah Long, Maurice Lui

b) Miscellaneous items

- Insurance - what are covered and what are not
 - The insurer has replied Karl's July email. **Karl will review.**
 - The insurance company asked the following:
 - Soccer Cup – the insurer confirmed that VSSE is covered as we are just responsible for the fund-raising part, and not the actual running of the event.
 - Bus tour – the insurer replied that the (general automotive) insurance Karl was sufficient and we would be covered.

Karl

- Application to Shaw's Program to support nonprofits - Shaw advised that they would not give us the grant. This item will be closed.

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.
 - Aug 2018: Karl checked the status and HKSA replied that there's no update.
- b) Status of schools that VSSE had sponsored
 - From the questionnaires received in May, 2018, Karl noticed that 3 schools (below) have quite few students. Karl checked with HKSA in June. HKSA will ask the school in August when the staff starts working after the summer holiday.
 - 雲南省康明完小 94 students
 - 甘肅省周灣小學 19 students
 - 甘肅省石谷川小學 88 students
 No update this time.
- c) 江西中洲小學
 - The Aug progress report from the school has been received. The school will be completed by end of Aug.
- d) 50 High school students
 - HKSA hope that we could continue to sponsor the same students the coming year term. This was missed to discuss during the meeting. Post meeting note: the board agreed via Whatsapp to continue sponsoring the students the coming year term, and Karl informed HKSA the decision.
- e) 20 Wah Kwong students
 - Cynthia suggested we commit a designated annual amount to Wah Kwong, after finishing our major projects on hand. The board agreed, and will revisit this later.
 - Ah Long suggested sponsoring a couple of Wah Kwong students to visit Vancouver. This is an encouragement to the students, and help them expand their perspective. On the other hand, VSSE and our donors can have a close encounter with the students we are sponsoring. Karl advised that our charity designation have very strict guidelines what we can do, and such sponsorship is not included. If anyone is interested, he/she will need to do it personally.
 - Aug, 2018: HKSA asked if we would continue to sponsor 20 students for the coming year term. The board approved.
- f) University students (sponsorship of 2 students for the last year)
 - No update this time.
- g) Winter Jackets
 - Karl has sent a call-out to members and friends to raise money. So far donations for 24 jackets received. Ming will send a callout again to members and friends that the deadline would be Sep16. The board agreed to make up the number of jackets to 40.
 - HKSA will create a special banner for us. **Karl will send VSSE's logo to them for their design.**

7. Events & Activities

a) Sharing Club

- No update this time.

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

- Archie provided a report via email. Total income was \$5,166.4 and expenses was \$305.49. So the net income was \$4,860.91. Note that \$2,500 has been donated to Cathy Villa Care Home (as part of the agreement of VCLC's co-organizing the event).
- Sending sponsorship to Horizon in Sep - **John will contact Horizon to arrange the date for the cheque presentation.**

John

c) Sun Run 2018 (April 22. Proceeds to H2H)

- Thank you letters to runners – Since the event has long passed, it's determined now that thank you letters would not be sent.
- The board agreed that in the future, if an event participant has pledged over \$500, a thank you letter/email will be sent to the participant.

d) Challenge 12 Hours 2018 (Jul21 and Jul28. Proceeds to 江西中洲小學)

- Groups A and B have been held on Jul 28.
- Number of participants: A – 20, B – 34
- John will prepare certificates for the participants.
- So far received: \$4,370 registration fees, pledge, around \$6,000 donations. Expenses was around \$1,500.

e) Annual Dinner 2018 (Sep1 Sat. Proceeds to 江西中洲小學)

- 17 tables reserved so far.
- John has sent letters to Mr Lube and Chinese Real Estate Professional Association. CREP have reserved 1 table, but not placing ad on our year book. Mr Lube agreed to place an ad, but unfortunately missed the printing deadline. Mr Lube has donated some prizes.
- The year book is being printed.
- Ming and Ah Long appeared on AM1470 漢文生活派對 on Jul27.
- Preparation of thank you certificates for major sponsors.

Jeff

John / Ming

f) Soccer Cup 2018 (general donation)

- There are 17 teams, and we have found 5 sponsors.
- The finals will be held on Sep30.
- Callout to members to announce the event, and ask for team sponsors
- Poster to be designed.

John

g) Upcoming events

- New Year potluck - tentatively Jan19 at the Canadian Martyrs Parish in Richmond.

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

9. Membership

a) Total 98 memberships received, with 10 new members.

10. Any Other Business

a) Nil

11. Next meeting: To be held at 6:30 pm on Oct 17 (Wed), at the Community Room of Vancity, Richmond . Post meeting note: Due to unavailability of some board members, and there would be little events going on in the next 2 months, the meeting has been changed to Nov 6 (Tue) at the same venue.

12. Adjournment: Meeting was adjourned at 8:26 pm.