

VANCOUVER SOWERS SOCIETY OF EDUCATION
Minutes of Directors' Meeting

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

Directors Present: John Lee, Karl Lam, KK Lee, Ming Chan, Tommy Hui, Wendy Hui
 Regrets: Ah Long, Jeff Leung, Maurice Lui
 Members Present: Archie Tsang
 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 Aug 28.
 It was moved by Ming, seconded by Tommy, and carried to adopt the minutes.

**To be Followed
 Up By**

4. Treasurer's Report

a) Bank Balances (BoC as of Oct31, HSBC as of Apr18, Vancity as of Nov1).

Bank	Admin. (CAD)	Donation (CAD)	Donation (RMB)
BoC	6,128.58	93,294.08	376.33
HSBC	348.74	2,774.12	-
Vancity	720.89	3,742.33	-
Total	7,198.21	99,810.53	376.33
Heart to Heart		10,654.32	
Others		89,156.21	

Post meeting note: Tommy advised that the amounts for Vancity were switched. Such have been updated in the table.

b) Major transactions since last meeting:

- Deposits
 - \$2,540.40 龍小菌 concert income
 - \$2,321.00 Challenge 12 Hours pledge
 - \$200.00 Heart to Hear donation (added to 4a)
 - \$400.00 General donations
 - \$992.00 Soccer tournament income
 - \$80.00 Membership fee
 - \$2,338.00 Winter Jackets
 - \$14,200.00 Annual Dinner income
 - \$5,869.22 Cycling Across Canada 2018
- Payments
 - \$3,000.00 Donation to Horizons
 - \$1,575.00 Payment to Accountant
 - \$312.72 Annual dinner expenses

c) Tax receipts to be issued

- Challenge 12 Hours 2018 – in progress
- Annual dinner 2018 – in progress

Ming

d) Miscellaneous items

- Change of bank account usage - It was suggested in August that:
 - We would use HSBC instead of BoC as our major bank accounts. That is, all our money would be mainly saved in HSBC account, and BoC would be used only for remittance of RMB to HKSA. Change to Vancity – 30 free transactions while BoC needs charges per transaction.
 - We would not designate the bank accounts as donation and admin. The amounts in donation and admin funds would be recorded 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, or some money was deposited to a wrong account.

Tommy suggests changing our major bank account to Vancity instead of HSBC, as there are some complications in making changes with HSBC. And Tommy suggests going ahead with the donation/admin account change as this will be simply to our operations and he could not see any negative impact. The board agreed to both suggestions. **Tommy will check with our accountant Patrick Chan if there are any other considerations for the admin/donation account change.**

Tommy

- GST/HST Rebate

- Per August meeting, **Tommy would look into this. Karl will provide the background information.**

Tommy and Karl

- BoC e-banking – access to the email account associated with the e-banking account is required to logon the e-banking. Per August meeting, **Tommy would follow up.**

Tommy

- Change of authorized signing officers at Banks (Note that for BoC – an signatory must be a directors or an employee). The board agreed in August that the new signatories would be Ming, John, Tommy and Wendy.

- BoC and Vancity have been done. HSBC is pending – Tommy advised that such could not be done at HSBC branches. **He'll send an email to the appropriate department to arrange the change.**

Tommy

- Term deposit – Tommy suggested making \$80,000 term deposits for 3 months at Vancity. The board agreed.

Tommy

5. Administration Tasks

a) AGM 2018

- During the preparation of the financial statements, it was found that a total 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.**

b) Miscellaneous items

- Insurance - what are covered and what are not
 - The insurer has replied Karl's July email. **Karl will review.**

Karl

- Engagement letter from accountant – Our legal advisor Ben Lam advised that the letter is pretty generic and would be OK. **Karl will sign the letter.**

Karl

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.
 - Nov 2018: HKSA advised that they would not be able to visit the school this year, and it was expected to be done next year.
- 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
- New school name has been installed.
- d) 50 High school students (2018-2019)
- Pending for student information.
- e) 20 Wah Kwong students (2018-2019)
- Cynthia suggested in August that we commit a designated annual amount to Wah Kwong, after finishing our major projects on hand. The board agreed, and will revisit this later.
 - Karl informed HKSA that we would sponsor 20 students this year term. Student information and a donation instruction have then been received. **Karl will sign the instruction and the board approved to send RMB 48,000 to HKSA.**
- f) Winter Jackets (RMB 110 or ~CAD 21 per jacket)
- \$2,338 donations have been received which is over 110 jackets.
 - The board agreed via Whatsapp that we would donate 120 jackets, and Karl has informed HKSA accordingly. A donation instruction has then been received. **Karl will sign the instruction and the board approved to send RMB 13,200 to HKSA.**
 - Per August meeting, HKSA would create a special banner for us. Karl has sent VSSE's logo to them and a design has been received.

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)

- John, Ming and Tommy visited Horizons and presented a cheque to them. Pending receiving their acknowledgement letter (to be issued by Richmond School Board). **John will follow up.**

John

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

- John prepared certificates for the participants, and presented during the Annual Dinner.
- Archie provided a financial report via email. The net income was \$11,511.2.

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

- 180 persons attended.
- John prepared thank you certificates for some major sponsors and were presented to them.
- John will prepare thank you certificates to 4 other sponsors.
- Tommy sent a fund raising report via Whatsapp. Net income was \$14,230 (some minor expenses not included yet). There was also a donation of \$971 for sponsoring winter jackets.
- 2 pledged donations and all ad fees have not been received. **Tommy will follow up.**

John

Tommy

e) **Soccer Cup 2018** (*general donation*)

- Poster has been designed by John and printed.
- The finals were held on Sep30.
- There were 16 teams, and 6 sponsors (total \$300x6 = \$1800 sponsorship amount. \$900 has been received so far from 3 sponsors. **3 sponsorships are outstanding.**)
- **\$500 donation to be received from Solution Finance.**

f) **Upcoming events**

- Polar Bear – Michelle Fung agreed to be the event chair.
- New Year potluck (Jan19 at the Canadian Martyrs Parish in Richmond). Wendy has booked the venue.

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 (*donation received to be for 江西中洲小學*).

- There's no record in previous minutes where the donation would go to. Karl advised that it had been agreed that the donation would be for the primary school 江西中洲小學. Post meeting notes: Karl checked the fund application that was submitted to E&E and confirmed the understanding.
- Maurice and Ah-Long attended the closing dinner, and received \$5,869.22 donation from the event.
- **John will prepare a thank you letter to E&E and VCTA.**

John

b) **龍小菌 Concert.** It was organized by Ah Long and part of the ticket income was donated to VSSE – \$1,456. Also \$1,084.4 donations were received via donation boxes that night.

- **John will prepare a thank you letter to Ah Long.**

John

9. **Membership**

a) Total 99 memberships received, with 10 new members.

10. **Any Other Business**

a) Wendy suggests doing some souvenirs (t-shirt or light wind-breaker), for use in our events.

11. **Next meeting:** To be held at 6:30 pm on Dec 11 (Tue), at the Community Room of Vancity, Burnaby. Post meeting note: Due to unavailability of the venue, the meeting has been changed to the Vancouver Public Library Fraserview Branch at the same date and time.

12. **Adjournment:** Meeting was adjourned at 8:03 pm.