

VANCOUVER SOWERS SOCIETY OF EDUCATION
Minutes of Directors' Meeting

Date: Dec 11, 2018
 Time: 6:30 pm
 Venue: Vancouver Public Library, Fraserview Branch, 1950 Argyle Drive, Vancouver, BC

Directors Present: Karl Lam, KK Lee, Ming Chan, Tommy Hui, Wendy Hui
 Regrets: John Lee, Ah Long, Jeff Leung, Maurice Lui
 Members Present: Nil
 Chaired by: Karl Lam
 Minutes taken by: Karl Lam

1. Meeting was called to order at 6:37 pm.
2. Adoption of agenda
 It was moved by Ming, seconded by KK, and carried to adopt the agenda.
3. Adoption of minutes of last meetings on Nov 6.
 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 (as of Nov 30).

| Bank | Admin. (CAD) | Donation (CAD) | Donation (RMB) |
|--------------------|-----------------|------------------|----------------|
| BoC | 2,995.18 | 4,011.35 | 376.33 |
| HSBC (est) | 348.77 | 2,774.28 | - |
| Vancity (Term Dep) | | 80,000.00 | |
| Vancity (est) | 720.90 | 3,742.49 | - |
| Total | 4,064.85 | 90,528.12 | 376.33 |
| Heart to Heart | | 10,654.32 | |
| Others | | 79,873.80 | |

b) Major transactions since last meeting:

- Payments
 - \$61,200.00 Remittance to HKSA for winter jackets and Wah Kwong.
- Transferred \$80,000 from BoC to Vancity for term deposit.

c) Tax receipts to be issued

- Challenge 12 Hours 2018 – mostly completed, but missing one pledge form from Keith.
- Annual dinner 2018 – in progress

Ming &
 Tommy

d) Miscellaneous items

- Change of bank account usage
 - Tommy has checked with our accountant Patrick Chan and confirmed that it's acceptable to use accounting to record admin/donation funds instead of by designating specific bank accounts. As such, we'll start using accounting entries to record admin and donation funds, and the bank accounts will not have such designations. Also, the bank balance reporting (4a) should be changed to total amount for each bank and fund amounts reporting. The total bank amounts

- should be equal to the total fund amounts.
- GST/HST Rebate
 - Karl has provided some background information to Tommy, and Tommy has checked with Patrick. Tommy suggests that we just do the reporting for major transactions. Tommy
- BoC e-banking – Tommy has been successful in logging onto the e-banking. **He'll provide the corresponding information to Ming and Karl.** Tommy
- Change of authorized signing officers at HSBC (new signatories would be Ming, John, Tommy and Wendy)
 - Tommy emailed to the appropriate department and received a form. The form has been printed and Ming signed, and is pending John's signature for it to be effective (Ming and John are the current authorized signatories). As Wendy will be out of town, the actual signature change (to add herself and Tommy, and remove Bosco) will be done upon her return. Tommy
- Term deposit – Tommy has placed a term deposit of \$80,000 for 90 days at Vancity, at 1.9% interest rate.
- There's a Paypal donation received. Tommy suggested that the Paypal charge should be considered as our admin expenses, and the tax receipt should give the original amount that the donor has given. The board agreed. Karl advised that \$147 has been transferred from Paypal to Vancity.
- Per CRA's requirement, we can issue tax receipt only if full physical address is provided. However, our current pledge forms do not have space for address. Tommy will update our forms to allow entering of address. Tommy
- Tommy suggests opening accounts in another bank, as the charges of our current banks for cheque issuing are pretty high. Tommy will do some research. 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 bank account. This amount is to be transferred from the admin account back to the donation bank account. Since now it's decided that we would use accounting to record donation and admin funds (first point of item 4d), this transfer is not needed anymore.

b) Miscellaneous items

- Insurance - what are covered and what are not
 - Karl has reviewed the insurer's reply in Aug. The reply did not mention if VSSE directors would be covered for organizing members/friends to participate in events organized by other organizations. Karl has sent an email for such. Karl
- Engagement letter from accountant. Karl has signed the letter and sent to the accountant.
- Souvenirs - In the November meeting, Wendy suggested doing some souvenirs (t-shirt or light wind-breaker), for use in our events. No update this time.

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. Karl

- 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
- **Karl will check if the school has already been used.**
- d) 50 High school students (2018-2019)
- Student information has been received.
- 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 has signed the donation instruction and sent to HKSA. Tommy, Ming and Archie have then sent the amount RMB 48,000 to HKSA, and the official receipt has been received from HKSA.
- f) 120 Winter Jackets
- Karl has signed the donation instruction and sent to HKSA. Tommy, Ming and Archie have then sent the amount RMB 13,200 to HKSA, and the official receipt has been received from HKSA. The jackets have been distributed to the students, with one of our volunteers Rita Wong participated in the process.

7. Events & Activities

a) Sharing Club

- No update this time.

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

- Pending receiving their acknowledgement letter (to be issued by Richmond School Board). Per November meeting, John would follow up. No update this time as John was absent.
- Horizon invite us to lunch on Dec20 (Thu).
- Vivian asked if we would do this event again next year, with the donation split half and half between VSSE and Villa Cathay. Ming suggested to continue and the board agreed.
- Vivian also asked if we could do an event specifically for raising fund for Villa Cathay. Karl advised that VSSE cannot do this as we are bound by our constitution that we should do education related activities.

John

c) Challenge 12 Hours 2018 (*Proceeds to 江西中洲小學*)

- Since there's no further issue outstanding. This item will be closed.

- d) **Annual Dinner 2018** (*Proceeds to 江西中洲小學*)
 - Per November meeting, John would prepare thank you certificates to 4 other sponsors. John
 - No update this time as John was absent.
 - 2 pledged donations and all ad fees have not been received. **Tommy will follow up.** Tommy
- e) **Soccer Cup 2018** (*general donation*)
 - **3 sponsorships (3x\$300=\$900 are outstanding.)**
 - \$500 donation from Solution Finance - Ming has received and deposited the cheque.
- f) **Polar Bear 2019**
 - Callout has been issued. A VSSE friend will sponsor \$50 each new participant. We have 19 participants so far.
- g) **New Year potluck** (Jan19 Sat at the Canadian Martyrs Parish in Richmond).
 - It's decided that it'll be \$20 per head, and the potluck will be from 5:30pm to 9pm.
 - Ming will issue a callout by end of the year. Ming
 - Ming will check with Ah-Long if he can help set up the audio system. Ming
- h) **Upcoming events**
 - Sun Run 2018 (Apr14). Ming will check if Keith can be the chairman. Tommy will be the vice-chairman. Ming will also talk with David for the arrangements. Ming
 - Singing Contest (tentatively May)

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*).
 - The last minutes mentioned that the money raised would go to the primary school 江西中洲小學. A member questioned that the donations from E&E were always for Heart to Heart and it should be the same this time. Karl explained to her that VSSE should adjust our fund designation according to our needs, and the application submitted to E&E last year had mentioned that the donation would be for the school. We further checked with E&E and they are OK for us to use the donation as planned.
 - **John will prepare a thank you letter to E&E and VCTA.** John

9. Membership

- a) Starting Jan19, we'll receive membership fees for 2019.

10. Any Other Business

- a) Nil

11. Next meeting: To be held at 6:30 pm on Jan 22 (Tue), at the Community Room of Vancity, Richmond.

12. Adjournment: Meeting was adjourned at 8:13 pm.