

VANCOUVER SOWERS SOCIETY OF EDUCATION
Minutes of Directors' Meeting

Date: Jan 22, 2019
 Time: 6:30 pm
 Venue: Community Room of Vancity, #100 - 5900 No.3 Road, Richmond

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

1. Meeting was called to order at 6:50 pm.
2. Adoption of agenda
 It was moved by Ming, seconded by Tommy, and carried to adopt the agenda.
3. Adoption of minutes of last meetings on Nov 6.
 It was moved by Tommy, seconded by Ming, and carried to adopt the minutes.

4. Treasurer's Report

**To be
 Followed Up
 By**

a) Fund Balances (as of Dec 31)

	Admin. (CAD)	Donation (CAD)	Total (CAD)
	7,623.50	88,811.67	96,435.17
Heart to Heart		11,722.42	
Others		77,089.25	

b) Major transactions since last meeting:

- Deposits
 - \$1068.10 Shaw's matching for Connie's donation for H2H (the amount has been added to the H2H amount at 4a above).
 - \$417.60 Surplus from new year dinner.
 - \$800.00 Membership fees
 - \$4,284.70 Polar Bear income
 - \$147.00 Transfer from Paypal (previous donations received at Paypal)
 - \$350.00 General donations
- Payments
 - Nil
- Transfers
 - Nil

c) Tax receipts to be issued

- Challenge 12 Hours 2018 – mostly completed, but missing one pledge form from Keith. No update this time
- Annual dinner 2018 – in progress
- Cycling Across Canada – to be completed by end Feb.
- Polar Bear – to be started

Ming &
 Tommy

- d) Miscellaneous items
- GST/HST Rebate
 - Tommy suggested in Dec 2018 that we would just do the reporting for major transactions. No update this time. Tommy
 - e-banking
 - BoC - With Tommy's assistance, Karl has successfully logged onto the BoC e-banking. Karl will assist Ming to log on. Karl
 - Vancity - Karl checked that 2 authorized signatories would be needed to visit a branch to get a member card and PAC for the access. Tommy and Ming have then visited a branch and got the card / PAC. Tommy has successfully logged on to the e-banking, and will let Karl and Ming know the login information.
 - HSBC – Karl checked that as we are a commercial client, there will be a monthly charge of \$10 for e-banking access. As such, we would not proceed with HSBC's e-banking.
 - Change of authorized signing officers at HSBC (new signatories would be Ming, John, Tommy and Wendy)
 - Authorization form – John has signed the form (Ming signed the form in Dec). Tommy and Wendy will do the signature change (to add herself and Tommy, and remove Bosco). Tommy / Wendy
 - Per CRA's requirement, we can issue tax receipt only if full physical address is provided. Tommy has updated the Sun Run pledge form to allow entering of address. Other pledge forms to be updated during the preparation of the corresponding events.
 - Per Dec, 2019 meeting, Tommy suggests opening accounts in another bank, as the charges of our current banks for cheque issuing are pretty high. Since there's no spare resource and the current banks are still satisfactory, it's decided now that we would suspend looking for another bank. Tommy
 - Tommy suggested to get a Vancity check book (~\$130 for 200 cheques). The board approved and Tommy will arrange for it. Tommy

5. Administration Tasks

- Insurance
 - What are covered and what are not - The insurer's reply in Aug did not mention if VSSE directors would be covered for recruiting members/friends to participate in events organized by other organizations. Karl responded the insurer in Dec, 2019 asking for clarification and the insurer's didn't give a concrete reply. Ah Long will help check his insurance contacts. Ming will also see if our legal advisor could help how to ask the question in a way that the insurer could answer. Ah Long / Ming
 - Renewal (insurance will expire on Mar13) - The agent has asked for information for the renewal. Among the required information is an approved budget for next fiscal year. Ming will prepare the budget. Karl will send all the required information to the agent. Ming / Karl
- Souvenirs - In the November meeting, Wendy suggested doing some souvenirs (t-shirt or light wind-breaker), for use in our events. Wendy may check when she's in HK in May.

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.
- 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.
 - 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
 - Jan, 2019. HKSA received a number of reports / questionnaires. For the above 3 schools, 康明完小 has more students now (124) while the other 2 are similar. **Karl will look into the other reports/questionnaires.**
- c) 江西中洲小學
- HKSA advised that the school has been in use since autumn 2018. A work group visited the school in mid Jan and preliminarily the school construction would be accepted.
- d) 50 High school students (2018-2019)
- No update this time.
- e) 20 Wah Kwong students (2018-2019)
- Cynthia suggested in August 2018 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.
 - No update this time.
- f) Winter Jackets
- HKSA asked if we would be interested in sponsoring again for the next winter. The board briefly discussed this but did not come to any conclusion.
- g) Karl will check if there are other bigger projects, such as libraries or canteens, that VSSE can sponsor.

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. Karl will follow up.
 - Horizon invited us to lunch on Dec20 (Thu) but there's no one available to attend.
- c) **Annual Dinner 2018** (*Proceeds to 江西中洲小學*)
- Per November meeting, John would prepare thank you certificates to 4 other sponsors.

- No update this time as John was absent. Ming will get the names and Tommy will send the certificates. Tommy
- 2 pledged donations and Pink Pearl's ad fees have not been received. **Wendy will follow up with Pink Pearl.** Wendy
- d) **Soccer Cup 2018** (*Proceeds to general donation*)
- 3 sponsorships (3x\$300=\$900) are still outstanding. Ming will check with John. Ming
- e) **Polar Bear 2019** (*Proceeds to general donation*)
- 29 VSSE members and friends participated. \$4,284.7 income (pledged donations + registration fees – expenses) received so far.
- f) **New Year potluck** (Jan19 Sat at the Canadian Martyrs Parish in Richmond).
- It has been successfully held with 71 participants. There is a surplus of \$417.6.
- g) **Sun Run 2019** (*Apr14, proceeds to Heart-to-Heart*)
- Keith is the chairman and Tommy the co-chair. David is the captain.
 - Ming will send a callout to members / friends to recruit participants.
 - An interview on AM1470 (漢文生活派對) on Feb 22 has been arranged.
- h) **Upcoming events**
- Singing Contest 2019 (tentatively May) Ming
 - The preferred event days are Jun 1, 2, 8 and 9. Wendy will check with Pink Pearl for the availability. Wendy will also look for the event chair.
 - Chinese-Canadian Talent Contest 2019 楓華小狀元 (tentatively Apr or May, proceeds half to Horizon and half to Villa Cathay). Vivian is checking the availability of Aberdeen Center.
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*).
- Thank you letter to E&E and VCTA. No update as John is not present. **Karl will send a sample to Tommy and will send the letters.** Karl / Tommy
 - E&E asked for a brief summary how the donation would be used. **Karl will follow up.** Karl
9. **Membership**
- a) 40 2019 membership fees have been received.
10. **Any Other Business**
- a) Tommy raised that there are times that we receive large amount of cash after office hours and need to bring the cash home. It's a big risk for robbery. It's suggested that we would split the money among a few people to reduce the risk. And in case the cash is lost due to robbery, we will report to the police and consider the money as written off. Further, Wendy suggested that we should use more e-transfer to receive money.
11. **Next meeting:** To be held at 6:30 pm on Feb 19 (Tue), at the Vancouver Public Library Fraserview branch.
12. **Adjournment:** Meeting was adjourned at 8:27 pm.