

**VANCOUVER SOWERS SOCIETY OF EDUCATION**  
**Minutes of Directors' Meeting**

Date: Feb 19, 2019  
 Time: 6:30 pm  
 Venue: Vancouver Public Library, Fraserview Branch, 1950 Argyle Drive, Vancouver, BC

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

1. Meeting was called to order at 6:25 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 Jan 22.  
 It was moved by Tommy, seconded by KK, and carried to adopt the minutes, with the correction that item 3 of the minutes date should be Dec 11.

**To be Followed  
Up By**

**4. Treasurer's Report**

a) Fund Balances (as of Jan 31)

	<b>Admin. (CAD)</b>	<b>Donation (CAD)</b>	<b>Total (CAD)</b>
	8,409.40	93,423.97	<b>101,833.37</b>
Heart to Heart		11,722.42	
General		81,701.55	

b) Major transactions since last meeting:

- Deposits
  - \$250.00 Pink Pearl's 2018 yearbook ad fee.
  - \$120.00 6 membership fees
  - \$200.00 Sun Run donations
  - \$200.00 Polar Bear donations
- Payments
  - \$135.30 Vancity cheque book
  - \$108.24 AIC phone charge
  - \$80.00 Refund overpayment by Michelle (2018 Annual dinner ad)
- Transfers
  - Nil

c) Tax receipts to be issued

- Challenge 12 Hours 2018 – mostly completed. Missing one pledge form from Keith but Keith said that he did not have it. Tommy/Ming will check with Archie.
- Annual dinner 2018 – completed
- Cycling Across Canada – completed
- Polar Bear – to be started

Tommy/Ming

Ming

- 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
    - Since Tommy and Karl have access to the BoC and Vancity already, it's agreed that there's no need for Ming to have the access. Item closed.
  - Change of authorized signing officers at HSBC (new signatories would be Ming, John, Tommy and Wendy)
    - Tommy and Wendy will do the signature changes (to add them and remove Bosco) this week. Tommy / Wendy
  - Vancity check book – Tommy has ordered and picked up the cheque book (\$135.3 for 200 cheques).
  - 2019 Budget – Ming has prepared the budget and emailed to the directors. There will be a surplus of 58,800 at the end of 2019. The board agreed to double the sponsorship for both Heart-to-Heart and Wah Kwong students and the amended budget (see Appendix) was approved.

## 5. Administration Tasks

- Insurance
  - What are covered and what are not - The insurer's reply in Dec did not give a concrete reply if VSSE directors would be covered for recruiting members/friends to participate in events organized by other organizations. Ah Long checked his insurance contacts but could not get much help. Ming checked our legal advisor. He provided some wordings to ask the insurer but the wordings are not too different from what Karl has asked. Since there is nothing further we could do, this item will be closed.
  - Renewal (insurance will expire on Mar13) – Karl has provided all the required information, except the 2019 budget. The insurer advised that the new premium would be \$2,110. The board approved the renewal. **Karl will advise the broker and also send the approved budget.** 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 has looked into the other reports/questionnaires, and found that:
    - 四川糖房村小學 was closed in 2015 (merged into another school).
    - 江西省下洲小學 has only 7 students, due to “调整教学点” and grade 3 and 4 had been merged into another school.
    - A few other schools still have lots of students, eg, 雲南團結村小學 has over 700 students and 雲南大柏樹小學 has almost 300 students.
- c) 江西中洲小學
- Received HKSA’s school inspection report.
- 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 in Jan if we would be interested in sponsoring again for the next winter. The board agreed to do this again and the number will be determine later. **Karl will advise HKSA accordingly.**
- g) New projects – HKSA advised that Wah Kwong may have some facility needs later. HKSA also suggested that we could sponsor Chinese school buildings (~HKD 180,000 or CAD 30,000) in northern Myanmar or school fees for Chinese students at northern Thailand
- Michael presented his visit to 大同中學 at northern Thailand earlier this year: At the area there are a lot of descendents from Chinese soldiers. There’s a need of learning Chinese as knowing Chinese helps finding jobs. In the school, there are over 1000 students with 130 boarding students. Michael suggests sponsoring some students ‘school fees. The board agreed to get more information from HKSA. **Karl will contact HKSA accordingly. Karl will also check if our charity registration allows us to sponsor projects outside China.**

## 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*)

- The acknowledgement letter has been received from the Richmond School Board. Since there is nothing outstanding, this item will be closed.

### c) Annual Dinner 2018 (*Proceeds to 江西中洲小學*)

- Per November meeting, we would prepare thank you certificates to 4 other sponsors. Tommy has just received the names from John and **will send the certificates.**
- After Wendy’s follow-up, the ad fee from Pink Pearl has been received. **2 pledged donations have not been received.**

Tommy

- d) **Soccer Cup 2018** (*Proceeds to general donation*)
  - John has provided the list of outstanding 3 sponsorships. It should be \$300 + \$150x2 = \$600.
- e) **Polar Bear 2019** (*Proceeds to general donation*)
  - Another \$550 donations has been received.
- f) **Sun Run 2019** (*Apr14, proceeds to Heart-to-Heart*)
  - 25 members/friends registered.
  - Ming has sent a callout to members / friends to recruit participants.
  - There will be an interview on AM1470 (漢文生活派對) on Feb 22. Keith and David will attend.
- g) **Chinese-Canadian Talent Contest 2019 楓華小狀元** (*tentatively May or Jun, proceeds half to Horizons and half to Villa Cathay*)
  - Vivian is still checking the availability of Aberdeen Center. The tentative event date has been changed from Apr/May to May/Jun. Vivian wants to form a committee. KK advised that he could join.
- h) **Singing Contest 2019** (*Jul7 Sun, proceeds to Heart-to-Heart*)
  - Wendy booked Jul 7 (Sun) at Pink Pearl.
  - Samantha agreed to be the chair-person.
  - The board agreed that the proceeds will go to Heart-to-Heart.
- i) **Upcoming events**
  - Annual Dinner 2019 (*Sep 22, Sun*)
    - Wendy booked Sep22 (Sun) at Pink Pearl.
    - It has not been determined where the proceeds will go to.

## 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 for 江西中洲小學*).
  - Thank you letter to E&E and VCTA. Karl has sent a sample to Tommy and **Tommy will send the letters.**
  - E&E asked for a brief summary how the donation would be used, and Karl has sent such.

Tommy

## 9. Membership

- a) 50 2019 membership fees have been received.

## 10. Any Other Business

- a) Nil

**11. Next meeting:** To be held at 6:30 pm on Mar 19 (Tue), at the Community room of Vancity, Richmond Branch.

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

Appendix – 2019 Budget

	Adminstration	Revenue	Expense	Total
	<b>Fund Balance End of Year (2018)</b>	<b>7,600</b>		<b>7,600.00</b>
<b>Q1</b>	Membership Fee	1,000		
	Insurance		1,900	
	Misc.		400	
<b>Q1 Total</b>		<b>1,000.00</b>	<b>2,300.00</b>	<b>(1,300.00)</b>
<b>Q2</b>	Membership Fee	1,000		
	Misc.		400	
<b>Q2 Total</b>		<b>1,000</b>	<b>400</b>	<b>600.00</b>
<b>Q3</b>	Accounting Fee		3,200	
	Misc.		400	
<b>Q3 Total</b>		<b>0</b>	<b>3,600</b>	<b>(3,600.00)</b>
<b>Q4</b>	Misc.		400	
<b>Q4 Total</b>		<b>0</b>	<b>400</b>	<b>(400.00)</b>
<b>2019 Total</b>		<b>9,600</b>	<b>6,700</b>	<b>2,900.00</b>

	Donation	Revenue	Expense	Total
	<b>Fund Balance End of Year (2018)</b>	<b>88,800</b>		<b>88,800.00</b>
<b>Q1</b>	Polar Bear	5,000		
	General Donation	250		
<b>Q1 Total</b>		<b>5,250</b>	<b>0</b>	<b>5,250.00</b>
<b>Q2</b>	SunRun	10,000		
	Koraoke	12,000		
	General Donation	250		
	School Project		50,000	
<b>Q2 Total</b>		<b>22,250</b>	<b>50,000</b>	<b>(27,750.00)</b>
<b>Q3</b>	Challenge 12 Hours	11,000		
	Annual Dinner	15,000		
	General Donation	250		
	H2H 160 students		48,000	
	Hua Guang 40 students		20,000	
<b>Q3 Total</b>		<b>26,250</b>	<b>68,000</b>	<b>(41,750.00)</b>
<b>Q4</b>	Soccer	3,000		
	General Donation	250		
	Horizon		3,000	
<b>Q4 Total</b>		<b>3,250</b>	<b>3,000</b>	<b>250.00</b>
<b>2019 Total</b>		<b>145,800</b>	<b>121,000</b>	<b>24,800.00</b>