



哈維中文學校
Howard County Chinese School

10901 Little Patuxent Pkwy, Columbia, MD 21044, www.hccs-md.com

BOARD OF DIRECTORS MEETING MINUTES

Time: March 2, 2008

Place: Howard Community College

Attendance: Xincheng Chen (P), Yang Cheng (P), Xuli Fu (P), Xiaoming Gao (P), Jianping Mao (A), Xiaoli Sun (P), Bin Zhang (P), Guowei Zhang (E), Ying Zhang (E), Jie Zhang - Principal (P), Yan Guo - PTA Chair (E), Xiaoping Wang – HCCS Treasurer (P), and Min Zhu – Appreciation party executive (P)

Note: P = Present, E = Excused, A = Absent.

Meeting is called to order at 3:00PM by President Sun XL, and adjourned at 4:30PM
Minutes is taken by Cheng Y

Action Items:

- Sun XL will check the Glenwood Community Center and make sure all chairs and dinner tables are removable.
- Sun XL will send a final reminder for the appreciation party.
- Fu XL will revise the financial audit plan based on the discussion.
- Zhang J will update HCCS inventory list and send to the Board.
- Wang XP will provide separate financial reports and detail expenditure to the financial committee.
- Cheng Y will send a letter to Mrs. Donna Brunne regarding the HCCS mails.
- Zhang B will draft a certification for Ms. Dianne Li as a HCCS-BOD PR liaison.

Summary of Discussion/Decisions:

- Zhu M updated the preparation of appreciation party. 92 families were invited. About 50 families (167 people) confirmed to attend. We discussed about the program.
- Fu XL went through the financial audit plan, Sun XL suggested focusing on the inventory update and limit the review period to Sept. to now, and Wang XP pointed out financial review should separate before and after June 30, 2007.
- Zhang J has started to reconcile the HCCS properties. He will build an inventory list based on old one (created by Lao LX) and add all new purchased in the past 3 years from Wang XP's database.
- Cheng Y updated the progress made and issues raised from the bylaw committee meeting with EC last Wednesday (February 27). Zhang J expressed the positive outcome from this meeting.
- Based on Cheng Y's suggestion, the Board voted 6 vs. 0 to formally approved Mrs. Diane Li as HCCS-BOD PR liaison between HCCS and the County and



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- State Government. She is authorized to represent HCCS-BOD for all PR activities in the Howard County and Maryland State governments.
- Zhang J has ordered and received the retirees' plaques. Everyone is pleased about the plaque design and quality.
 - Zhang J described email from HCC that complained about HCCS mails sent there by mistake. He informed BOD that EC updated webpage to emphasize the difference between the physical address and mailing address. He has sent an email reminder to HCCS for address change.
 - Sun XL displayed his modified version business cards, and Zhang J informed the board he might be able to find a cheaper place or even get them to donate printing the cards.
 - Cheng Y raised the concerns and made some suggestions to further improve the work relationship between BOD and EC members. Zhang J raised his concerns that EC members may be confused about the chain of command, which then affect his leadership as the principal. Chen XS suggested clarifying duties from each side. More discussions are suggested and no actions have been suggested at this time.