



哈維中文學校
Howard County Chinese School
10901 Little Patuxent Parkway
Columbia, MD 21044
www.hccs-md.com

MEETING MINUTES

BOD Monthly Meeting

September 9, 2007

Attendance:

BOD: Xiaoli Sun, Daming Zhu, Xiaoming Gao, Xinsheng Chen, Yang Cheng (Jianping Mao and Ying Zhang are absent)

EC: Jie Zhang

Meeting Started 12:00pm and Adjured 1:30pm, HCC SA250

- 1. Discussed the HCCS 2007-2008 budget drafted by Zhang Jie and Wang Xiaoping**
 - Tuition and fees from Chinese classes are similar with last year**
 - Subsidiary classes haven't started yet**
 - Expense on teachers' training will increase**
- 2. Discussed the procedure and rules with regard to documenting BOD meeting minutes. BOD has agreed to keep using current recording method: one takes notes and other attendees check for accuracy, add missing information, make corrections, and take turn. If necessary, BOD can vote on the different versions on the issues.**

Based on Zhang Jie's request, Zi-Rong Zheng will no longer act as a secretary for BOD. BOD members will take turns to take notes until BOD election. BOD will establish a BOD secretary position after BOD election.

- 3. BOD will postpone the deadline for submitting applications by BOD candidates to one week before the All-Parents' meeting**
- 4. On Behalf of the subcommittee, Xiaoli Sun presented the results of financial review on 2005-2006 records and made 9 recommendations. These results and recommendations will be finalized and presented at the all-parents meeting.**
- 5. Yang Cheng talked about financial review of the 2006-2007.2 by random examination of the records. He concluded that book-keeping for HCCS financial records was excellent, internal controls for HCCS finance are adequate, and HCCS accountant, Wang Xiaoping, did a superb job for maintaining and handling HCCS financial transactions. There are 2 additional recommendations will be added to HCCS financial regulations**

- 6. BOD asked EC to make an arrangement to thank Shang Hongzhong and Lao Lixing for their contributions to HCCS.**
- 7. B BOD discussed the conflict of interest issue among HCCS and proposed that teachers should resign within 6 months from the date of election/selection if they became BOD or EC members. We suggested we will discuss this in details at a later time and make it part of the new bylaw.**
- 7. 8. BOD discussed legal service and proposed that this service should be used to protect HCC, but not individual benefit.**
- 9. BOD emphasized that BOD meeting is still to be held on the first Sunday of each month. If someone can not attend meeting, he/she should inform other BOD members of the reasons in advance.**
- 10. Next meeting will be held one week before all parents' meeting**

Recorded by Xinsheng Chen and assisted by Yang Cheng