



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

Date: September 14, 2008

Place: Room ELB 230, Howard Community College

Attendance: Xincheng Chen, Yang Cheng, Xuli Fu, Xiaoming Gao, Xiaoli Sun, Bin Zhang, Guowei Zhang, Jie Zhang, and Ling Zhou

Excused: None

Absent: Jianping Mao, Ying Zhang

Meeting is called to order at 3:00PM by President Sun XL, and adjourned at 4:45PM, and the meeting minutes is taken by Chen XS

Action Items:

- Fu Xuli and Cheng Yang will work on HCCS financial review for the 2007-2008 school year, and Wang Xiaoping will assist the work
- Wang Xiaoping and Zhang Jie will prepare the budget for 2008-2009 school year, and submit to BOD before next BOD meeting
- Zhang Guowei and Zhou Ling will lead the preparation of General members meeting (GMM), and finalize the election rules and GMM guideline
- Zhang Guowei will be responsible for updating the Bylaw revision after collecting the information from Bylaw revision committee members and general public
- Li Ming will explore and continue upgrading HCCS website and email system
- Sun Xiaoli will lead and present annual HCCS review at GMM meeting
- Zhang Bin will lead and coordinate BOD public relationship event for the celebrity of Chinese National Day in Arlington, Virginia
- Fu Xuli will provide the guideline and Zhang Jie will continue collecting information in order to complete HCCS inventory list
- Zhou Ling and PTA will host an election meeting

Summary of Discussion/Decisions:

- BOD endorsed and congratulated Zhou Ling as PTA elected Vice President
- BOD accepted suggestion from Zhou Ling that PTA will recruit 1-2 parents from each class
- Fu Xuli and Cheng Yang lead preparing last year financial summary and inventory list
- Zhang Jie leads the propose of 2008-2009 budget



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- Sun Xiaoli will lead/organize HCCS annual review and 10th celebration activities
- Zhang Guowei and election committee members will continue their efforts for broadcasting BOD election information and collecting information from candidates
- Li Ming demonstrated how to use all functions in our website, including sending emails
- BOD approved Zhang Guowei and election committee's suggestion to change in By-Law for BOD member 1 renew into 2 renewable terms