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## MEETING MINUTES

BOD Monthly Meeting

**Oct. 7, 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 7:30pm and Adjured 10:30pm, HCC

1. Met new EC candidates: Li Ming (Web Manager) and Xulian Wu (Newsletter in Chief)
2. Voted on the motion (postpone the regular monthly meeting to the weekend after all-parents meeting), which proposed by Mao Jianping and seconded by Zhang Ying.  
Voting result: 5:0 (against the motion)
3. Discussed the plan for the all parents meeting
  - Zhang Jie will present for EC team (about 30 minutes)
  - Gao Yan will present for PTA (about 15 minutes)
  - BOD will speak for 30 minutes on their presentations
  - New BOD members election
4. Reviewed and confirmed the new EC members
  - Introduction of new EC members
  - Approved the HCCS EC team, which proposed by Principal Zhang Jie.
  - EC team for 2007-2008: Jie Zhang (Principal), Wei Guo (Dean), Zirong Zheng (General Secretary), Jun Liu (General Manager), Ming Li (Web Manager), Xiaoping Wang (Treasure), Jun Lai (Treasure), and Xulian Wu\* (Editor in Chief)
  - Note: There is one-month probation for Mrs. Wu as editor in Chief.
5. Reviewed and approved the HCCS budget for 2007-2008 school year
6. Prepared BOD presentation for this Sunday's all parents meeting
  - Team introduction
  - Activity summary for 2006-2007 school year
  - Operational expenditures report for 2006-2007

- HCCS financial review
- Cheng Yang's presentation of 2006-2007 financial record
- Sun Xiaoli's presentation about 2005-2006 financial record
- Lessons learn from the financial review and recommendation

#### 7. HCCS BOD Election

- Finalized BOD candidates: Xuli Fu, Gang Xu, Guowei Zhang, Kevin Zhang, and Qingye Zhou.
- Asked Sun Xiaoli to edit and send out a special edition for this election, including an BOD interdiction letter and resumes and statements collected from five official candidates
- Recommended to PTA for allowing absentee ballot
- Supported and helped PTA for the all parents meeting

#### 8. Miscellaneous items:

- Discussed posting HCCS newsletter on the web and send email link to the all parents
- Discussed the possibility for requiring purchasing the HCCS Chinese New Year Party
- Discussed how to make a standard for all retired HCCS management team members
- Will discuss how to thank for the HCCS management retirees in the next BOD meeting

**Recorded by Xinsheng Chen and assisted by Yang Cheng**