



哈維中文學校
Howard County Chinese School
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MEETING MINUTES

BOD Special Meeting

October 19, 2007

Attendance:

BOD: Xiaoli Sun, Xiaoming Gao, Yang Cheng, Ying Zhang, Jianping Mao, Guowei Zhang, Kevin Zhang, and Xuli Fu (Xinsheng Chen is out of town)

EC: Jie Zhang

Meeting started at 8:00pm and adjourned at 9:45pm, at the conference room ELB 130 of HCC, Columbia, MD

- 1. Sun XL welcomed 3 new BOD members: Zhang GW, Zhang B, and Fu XL and introduced himself. All BOD members and Principal Zhang J introduced themselves in turn.**
- 2. Zhang J updated EC's current events. Especially, HCC will remodel many current HCCS classrooms starting June 2008.**
- 3. BOD decided to send Zhang B to represent HCCS at the farewell party for Minister Xie of Embassy of P.R. China.**
- 4. Sun XL introduced BOD meeting conducts, explained existing rules, and emphasized disciplines:**
 - BOD meeting will be held once a month, normally, first Sunday of Month. Quorum for BOD meeting is 6 BOD members now.**
 - BOD member should inform BOD if she/he couldn't attend the BOD meeting.**
 - BOD meeting minutes will be taken in turn by BOD members and circulate for corrections. BOD will vote on the final version if there are disputes.**
 - BOD discusses issues at the meeting and can often reach an agreement through discussion. We vote when we cannot reach a unanimous agreement.**
 - BOD is an open forum and we often debate on issues and have disagreements. We ask everyone to openly express his/her opinion at the meeting. We also ask each member to refrain from disclosing sensitive information outside BOD to prevent unnecessary rumors among HCCS.**
 - BOD member can keep his or her opinion, but has to follow BOD decision if there is difference.**
 - Any BOD member can propose motions. BOD has to vote on the motion**

after another member seconds it.

- **BOD members should help EC in running the school and all other school activities.**

5. **Next BOD regular meeting was set at 8:00PM, Friday, Nov. 9, 2007.**
6. **Sun XL proposed to discuss how to divide the work among members at the next meeting.**
7. **BOD will discuss other issues, such as the Bylaw revision, classroom, email moderate, etc. at the next BOD regular meeting. Sun XL will send out meeting reminders and the proposed agenda.**

Recorded by Yang Cheng