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BOARD OF DIRECTORS MEETING MINUTES

Time: November 9, 2007

Place: Howard Community College

Attendees: Xincheng Chen, Yang Cheng, Xuli Fu, Xiaoming Gao, Jianping Mao, Xiaoli Sun, Bin Zhang, Guowei Zhang, Ying Zhang, Jie Zhang (Principal), and Yan Guo (PTA Chair)

Meeting called to order at 8:00PM by acting Chair, Xiaoli Sun, and adjourned at 10:50PM

Minutes submitted by Zhang Y and Zhang GW

- BOD reviewed and approved the reimbursement rules. It took effect this day of November 9, 2007.
- Sun XL proposed to select a vice chair of BOD due to the increasing number of the BOD members. Seven BOD members agreed to have and elect a vice chair. MAO JP disagreed and Zhang Y thinks that it's not the right time to do so.
- Sun XL nominated Cheng Y as the Vice Chair and Zhang B seconded, and Zhang Y nominated Zhang GW. Seven members voted for Cheng Y, Zhang Y voted for Zhang GW, and MAO JP abstained.
- BOD members discussed the time of BOD monthly regular meetings. It has been decided that the monthly meeting is held between 3:00PM and 4:00PM on the first Sunday of each month.
- Subcommittees and assignment. Four sub-committees are formed as follows:
 - Bylaw Revision Committee
 - o The committee consists of Cheng Y, Fu XL, Mao JP, Zhang B, and Zhang GW (Chair);
 - o It was recommended that Lixing Lao, former general manager of EC, Faye Chen, former PTA chair, and Min Zhu, former chief editor, join the Bylaw Revision Committee.
 - o The Chair will lead the team and make use of the previous revision draft.
 - o Zhang GW planned to have a bylaw revision plan submitted to BOD in two weeks.
 - Communication Committee
 - o Led by Chen XS.
 - o Chen XS will supervise HCCS emails and website by working closely with the webmaster Ming Li.
 - Public Relation Committee
 - o The Committee consists of Fu XL, Gao XM, and Zhang B (Chair).
 - o This group makes strategic plans regarding the public relation of HCCS.
 - Finance Committee
 - o The committee consists of Cheng Y, Fu XL (Chair), Mao JP, Zhang B, and Zhang Y.
- How to honor former school management members.

BOD members expressed that all the retired school management team members who made outstanding contributions to the school deserve recognition. There are some differences on how to do the recognition. Zhang GW proposed that we can word the recognition message like: XXX is recognized for his/her

outstanding contributions in Title of YYY from year 1 to year 2. Most people like this idea, but no decision has been made yet.

- Meeting record: Zhang Y proposed to tape record BOD meetings for the accuracy of meeting-minutes content. Seven BOD members opposed the proposal.
- Concerns on the legality of BOD special meeting on August 17, 2007
 - MAO JP raised his concerns and suggested using HCCS legal advisor for the questionnaires. Seven BOD members didn't agree to consult the HCCS legal representative at this point. They considered that HCCS legal consultant should only be used for the benefit of the school, instead of mitigating internal disputes.
 - It was recommended that MAO JP gives a list of his concerns and queries with specific expectations of resolutions. BOD will arrange a special meeting accordingly.
- The concern of the consistency of the BOD meeting minutes/decision and its follow-up was raised by Y Zhang.
- Yan Guo, PTA chair, presented an activity plan of HCCS Children and Adults Volleyball Club and requested BOD to provide financial support. The BOD has decided that a detailed plan needs to be submitted to BOD for further review.