



哈羅中文學校
Howard County Chinese School
10901 Little Patuxent Parkway
Columbia, MD 21044
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BOARD OF DIRECTORS MEETING MINUTES

Time: Dec. 2, 2007

Place: Howard Community College, ELB 230

Attendance: Xinheng Chen (P), Yang Cheng (P), Xuli Fu (P), Xiaoming Gao (P), Jianping Mao (E), Xiaoli Sun (P), Bin Zhang (P), Guowei Zhang (P), Ying Zhang (E), Jie Zhang - Principal (P), and Yan Guo - PTA Chair (P)

Note: P = Present, E = Excused, A = Absent.

Meeting called to order at 3:00PM by vice Chair Cheng Y, and adjourned at 4:30PM

Minutes taken by Zhang GW

Action Items:

- Cheng Y will check the previous registration documents
- Chen XS will write guidelines for managing emails.
- During the Christmas season, EC will send greeting cards to relevant people.
- GUO Y will help order the Christmas gifts for appreciation.

Summary of Discussion/Decisions:

- BOD reviewed the current BOD meeting minutes practice, and made the following guidelines:
 - Record decisions
 - Send informative messages to parents and avoid emphasizing the disputes
 - Focus on agenda related topics
 - Attendance is classified as: Present, Absent, and Excused
 - BOD members take turn for taking the BOD meeting notes
- How to honor HCCS management retirees. The BOD members unanimously voted for the following format: Mr/Ms. XXX is recognized for his/her outstanding contributions in the term of <Title> from year

1 to year 2.

- Bylaw revision update
 - Zhang GW briefed progress: plan was done, tasks were identified and assigned to individual revision committee members
 - Bylaws need to be concise and separated from detailed implementation documents
- Web/email communications:
 - Emails are currently moderated by ZHANG Jie, LI Ming, CHEN Xinsheng, and GUO Yan.
 - For emergency emails (in order to release on time), please send an email to EC or call one of the four moderators.
 - HCCS Web access control will be classified as BOD, EC, PTA, and Parent
- PR activity near Chinese New Year
 - ZHANG B will work with EC for the Chinese New Year. He will work with Diane Li and Zhang J on inviting guests to the event.
 - During the Christmas season, EC will send greeting cards to relevant people.
 - CHENG Yang will work with EC for the greeting cards.
 - HCCS will keep a list of the greeting cards recipients and invited guests for later reference
- Party
 - There will be only one appreciation party, and is scheduled to Feb. 23.
 - Small gifts will be sent from BOD to EC, PTA members, and Teachers during the Christmas season.
GUO Y will help order the gifts.
- Classroom shortage. A team is formed to find a solution: ZHANG J (lead), GUO Wei, SUN XL, FU XL, ZHANG Y, and GUO Y.
- Party for BOD retirees. BOD will hold a proper appreciation party.