



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

Time: February 3, 2008

Place: Howard Community College

Attendance: Xinsheng Chen (P), Yang Cheng (P), Xuli Fu (P), Xiaoming Gao (P), Jianping Mao (A), Xiaoli Sun (P), Bin Zhang (P), Guowei Zhang (E), Ying Zhang (P), Jie Zhang - Principal (P), Yan Guo - PTA Chair (P), and Diane Li (P) – PR Liaison

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

Meeting is called to order at 3:00PM by Vice President Cheng Yang, and adjourned at 4:45PM.

Minutes is taken by Fu Xuli.

Action Items:

- Sun XL will design and order retirees' plaques for Appreciation Party.
- Sun XL will lead and form an Appreciation Party Organizing Team.
- Fu XL will draft an auditing plan on HCCS finance and inventory before March 2 BOD meeting.
- Chen XS will work with BOD and EC members on HCCS official business cards for PR activities.
- Zhang J continues working on HCCS summer camp and cooperating with Department of Recreation and Parks of Howard County to allocate the time location and resources.
- BOD and EC will hold a joint meeting with the HCC official to explore alternative classroom arrangement. Other classroom options are also under investigations.



Summary of Discussion/Decisions:

- BOD and Diane Li discussed Zhang B's VIP list for the upcoming HCCS Chinese New Year celebration (2/9/08). VIP list includes US Chinese Embassy officers, County and State officers, and other organization leaders. BOD decided to build strategic relationships with those VIPs and their organizations.
- Zhang J updated the HCCS Chinese New Year Celebration Master Plan. EC led and worked hard on this big event by cooperating with PTA and BOD. BOD encourages all HCCS members and their families actively participate in this Festival.
- BOD praised Sun XL's leadership, integrity, responsibility, efficiency, consistency and selfless services in past 6 months as BOD Acting President. In 6 voted yes and 1 vote abstained, BOD elected Sun XL as President of HCCS Board of Directors.
- Sun XL updated retirees' plaques information to recognize HCCS retirees' contributions at Appreciation Party.
- Sun XL will lead Appreciation Party Organizing Team to appreciate HCCS all teachers, PTA, EC and BOD members and their families. The Party Organizing Team will decide on the party time (3/1/08 or 3/8/08), location, and activities. The Party Organizing Team members include Chen XS, Zhang Y, Fu XL, Chen Faye, Zhu Min, etc.
- Fu XL proposed that BOD Finance Committee (Fu XL, Cheng Y, Zhang B, Zhang Y, Mao J) would audit 2007 HCCS finance and inventory. EC will provide Profit & Loss spreadsheet and property inventory list to BOD Finance Committee by Feb. 29. Fu XL will submit an auditing plan to March 2 BOD meeting. The auditing results will be presented on May 31 General Member Meeting (GMM).
- Chen XS updated the status of HCCS official business cards. BOD made the decision to print the business cards by our own, but using the same template to represent HCCS. BOD and EC members are encouraged to use HCCS official business cards for PR activities.
- Cheng Y briefed the Bylaws revision. The Bylaws Revision committee members spent numerous time and efforts, and achieved the first milestone by submitting the first



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draft Bylaws to BOD, EC, PTA and teachers on 1/25/08. BOD and Bylaws committee will host a joint meeting to review the draft on 2/28. Second modified draft will be ready for publishing on March 5. All parents/members can make comments and suggestions to Bylaws committee by April 5. BOD and Bylaws committee will make a final review on April 7. The revised bylaw will be submitted to the first General Member Meeting (GMM) for approval.

- Zhang J reported that he was working on HCCS summer camp and cooperating with Department of Recreation and Parks of Howard County to allocate the time, location, and resources.
- Zhang J updated the status on the HCC renovation, which may affect half of current classrooms. BOD and EC plan to hold a joint meeting with the HCC officials to explore alternative classroom arrangement. Other classroom options are under investigations.
- The meeting adjourned at 4:45pm and the next meeting will be held on March 2.