

Board of Directors Meeting Minutes

Huaxia South Chinese School

Meeting Date & Time: June 10, 2018, 7:00 – 9:00 pm

Meeting Venue: 25 Sage Street, Holmdel, NJ

Meeting attendees:

Shanman Liao, regular board member

Dayong Liu, regular board member

Haiying Tang, PTA Chairperson

Jianwei Wang, regular board member

Yufei Wang, regular board member

Jing Ye, Principal

Cheng Yi, Chairman

Wei Zhao, vice principal

Yun Zhao, Vice Chairman

Sit-in attendees:

Tracy Gao, board member-elect

Cathy Lu, board member-elect

Meeting called to order by: Jing Ye

Meeting minutes recorded by: Yufei Wang

A note on the special occasion:

This was not a regularly scheduled board meeting. Jing (Joyce) Ye hosted the gathering of the board members as a social event to welcome newly elected members Tracy Gao and Cathy Lu, and to bid farewell to retiring members Dayong Liu and Cheng Yi. The board meeting was an add-on event of the gathering since all the members were present. The meeting had no preset agenda and individual board members brought up discussion topics that they feel require board's attention on the spot. The two newly elected members whose terms are yet to start were invited to sit in on the meeting.

Topics and discussions:

1. School's finance auditing timing

Dayong Liu proposed to move auditing to October in the fall semester each year. Currently auditing is conducted in the spring of each year. Spring semester is normally a crunch time because of many events: Chinese new year celebration, tax return, school election, school picnic etc. Fall semester is relatively light in workload for school officials and parents. In addition, school's fiscal year ends on August 31 and school files tax in November, so October is a perfect timing for auditing.

2. Extra safety guard for school's bank account

Wei Zhao brought up the issue of how to add an extra measure to safe guard school's bank account. This issue surfaced during a discussion at a recent auditing meeting and was first raised to board's attention by Yufei Wang as an agenda item for future BOD meetings. The school has a sound financial policy: all transactions must be handled by two separate individuals. A check can only be cut by the treasurer and can only be signed by the principal or the vice principal before taking effect. And all transactions are verified by the treasurer each month. However, the owners of school's bank account are the principal and the vice principal. In theory each of the two individual owners could go to the bank in person and cash out the entire balance. This is a potential risk because it relies on personal trust not on physical safety measures. Wei Zhao followed up and asked the bank whether there is any safety measure that can be set up to guard the account. The bank's answer is no. Jing Ye proposed a solution: Ask the bank to send alert a text message to the board chairman's cell phone every time a transaction with amount exceeding a predetermined threshold takes place.

3. How to improve the quality of Chinese text books?

Yun Zhao raised the question that we are always struggling to stimulate the interests of our kids in learning Chinese and the current text books do not have much appeal in content to our students, is it possible to improve or customize text books? The principal, vice principal and some other board members shared their thoughts: it is definitely our desire but the effort to undertake is enormous and cannot be accomplished by one school.

4. School status

Wei Zhao and Jing Ye commented that the school provosts have done a great job in earning teacher's trust and improving teaching quality. Teachers are motivated and morale is high.

5. Honorary board members

Jing Ye proposed that school should set up a policy to honor distinguished individuals who have served school for many years with instrumental contributions by awarding them with honorary board membership.

6. Chairman's speech

Cheng Yi, the retiring chairman of the board, gave an emotional farewell speech. He highlighted the school's accomplishments in this past year and rated this board as the best ever: synergetic and supportive.

Proceedings:

The following proposals have been unanimously approved by all BOD members.

1. School's finance auditing timing will be moved to October.
2. Extra safety guard for school's bank account: Will ask the bank to send alert text message to the board chairman's cell phone every time a transaction with amount exceeding a predetermined threshold takes place.

Action items for future BOD meetings

3. Honorary board member

Whether the school should set up such a policy and if yes, what are the criteria?

All other topics are for discussion only with no decisions made and no action items planned.