

Huaxia Edison Chinese School

09/07/2019

Board Meeting Minutes

Place: Kun Qian's home
Time: 2:30-5:00PM 09/07/2019
Board member attendees: Kun Qian, Tom Wang, Hui Zhan, Hui Yan, Xia Chen,, Yuan Liu, Guoliang Cao, Mingmin Shen (8 out of 9 attended, made quorum)
Absent: N/A
Excused: Jian Chen,
Present: Qiang Wu
Chair of Meeting: Kun Qian
Recording: Kun Qian

AGENDA #1. 总校董事会开了, 钱昆通告了总校预算。Some highlights:

- HXCS headquarter made 32k profit last year and have a balanced budget for coming year.
- In May 2020, there will be a 25th year celebration with expected expense of 20k
- In 2020, HXCS expects more success from overseas summer camp.

AGENDA #2. TOM gave a report based on audit draft.

We have a lot of discussion. Reviewed enrollment, adjusted budget based on projection 170k income and 220k expenses. 2018-2019 school year draft report shows we have 20k profit. 2019-2020 school year is projected to have 52k loss, largely due to projected rent increase of 40k and 15% reduced enrollment. Our class size have decreased over the years. This means we have less revenue for the same payroll. Board still agrees that the policies from Jun to open chinese class even in small sizes and to waive certain fees in order to encourage registration are successful and important to get the enrollment size we are currently at. We will use reserve fund to cover gap of school operation this year.

Voted and passed 2019-2020 budget. Voted in the room 8 of 8, Jian chen online voted. Budget passed.

Board requested to make improvement of audit process next year:

1. Summary number was not clear on principal powerpoint. It is difficult to make financial decisions such as budget, bonus and class policy based on existing report. We need breakdown numbers.
2. We shall have two audit meetings. One with principals, auditor, accountant to prepare receipt. The second one with board and accountant to review pnl report as an internal audit.

AGENDA #3: vote board chairman and treasurer:

Chairman: Kun Qian, voted 8 of 8. Passed.

Treasurer: Guoliang Cao, voted 8 of 8. Passed.

Summary of 2019-2020 roles:

- | | |
|-----------|----------|
| ● 校长 | 王旭涛(TOM) |
| ● 理事长 | 钱昆 |
| ● 中文教学副校长 | 刘元 |
| ● 文体活动副校长 | 延蕙 |
| ● 广告宣传副校长 | 詹慧 |
| ● 学生义工副校长 | 陈夏 |
| ● 家长值班副校长 | 沈明敏 |
| ● 打印文具副校长 | 曹国梁 |
| ● 家长会会长 | 陈建 |

AGENDA #4 讨论老师的bonus.

Board concludes that we want to send a signal of appreciation for teachers who leads extracurricular activities, attracts large student enrollment and receives positive parents feedback. As 2018-2019 school has positive PnL, bonus for teachers for that year will be two tiers:

- 6 outstanding teachers will receive a bonus of 20% based 2018-2019 salary: 黄镁, 窦泽和, 谢庆伟, 于长游, Fred Ivens and Mark Wang.
- The rest will receive 10% bonus.
- Paid out in September paycheck.

AGENDA #5 理事投票去年校长副校长家长会会长的bonus

\$1000 is determined and voted on. 6 of 6 passed.

AGENDA #6. 落实Tom发的开学第一周要做的活动, 按校历里的活动安排人手。

1. 校历调整发给家长了 (Tom Wang)
2. 学校租约。目前我校还没收到合同, 还要再谈 (Tom Wang, Qiang Wu)
3. 学校保险。这两周我会再跟agent联系, 看看renew价格如何。 (Tom Wang)
4. 确定要开要关的课程。 (钱昆, TOM, Jingjun)
5. 志愿者安排好了。整理志愿者报名信息, 分配并通知志愿者工作 (陈夏)

6.家长值日好了。建三周家长值日链接，发到网上和群里，让家长报名值日（明敏）

7.安排打印工作。有两个打印志愿者，安排打印工作，看看墨盒，纸张是否需要订购（国梁）

8.中秋节订，分发月饼九月十五日。陈建已经跟饼商联系，跟他确定一下送货时间，安排几个人去发（陈建）

9.订T-shirt. 因为国内那家断货，我们取消了订单，所以要看看是否继续在中国订还是在美国订（延慧，Tom Wang）

10.中文班建群-wechat. 詹慧牵个头，大家一起做每人是两三个班的群主.

11.学生及教室安排。开学前一周把中文班教室及学生名单以信和微信的形式发给家长（Tom Wang）done

12.开学当天

- Text book distribution 12:00PM. 4 people.
- 2 people as guides at the school entrance.
- Post Class list, QR code, map on wall.
- Ask parent to fill form for account issue and extra hands in office to help.
- How to get informed as a new joiner? Info will be posted on the mall: Wechat info, yahoogroup mailing list, parent duty.
- Quiet time in hallway. School bought basketballs for class. We will not allow students to bring in their own.

AGENDA #7 定下下几次开会时间

- 11/17 Spring festival preparation. Review teacher conference notes.
- 1/26 Spring festival last week checkout.
- 3/1 We will host debate match in April. Need all-hands-on-deck for preparation and ask for volunteers.
- 4/26 Discuss next year class arrangement, registration, new board member candidates.
- 5/31 Meeting of new and old members after School election is held that day.