

# Minutes for CCEA Board Meeting

February 28, 2015

Attendants: Wenyi Long, Carl Duan, Shuqin Guo, Ping Pang, Tony Shen, Bin Hee, Cindy Qin, Qi Zhao; Baoquan Liu was absent.

## 1. Summary of Last Year by Wenyi (10 min)

Welcome new board members—Carl Duan and Bin Hee. Carl Duan will take over the duty of Zairen Luo as vice president and the Treasurer; Bin Hee will take over the duty of John Jiang as a director of the Board. Thanks for support. Picnics, APAPA, CNYCA events were successful. Thanks to all for the support.

## 2. General Responsibilities for Board Members (40 min.):

龙文艺 Long, Wenyi – President—In charge the running of the organization

段明珠 Duan, Carl - Vice President / Treasurer—in charge of member fee, donations, and the costs of the events including picnic, annual parties and other events. When the president is away from the office, the vice president will be in charge.

郭书勤 Guo, Shuqin – Secretary—In charge of meeting minutes, renew of the organization information with the Secretary of State; taking care of documentation of the organization. Filing forms with Federal and FTB such as 990-N and 3557 both for CCEA and CCEAF. Help CCEAF awarding.

CCEAF issues

潘萍 Pan, Ping- In charge of activities, picnic, Chinese New Year Party.

申小平 Shen, Tony - Webmaster / Public Relations: In charge of the website of the organization. Also public relations, focus on CNYCA. Chinese New Year Party.

何滨 Hee, Bin - Community Relations: Works on community activities, focus on CNDF, APAPA etc. Help CCEAF awarding.

柳保全 Liu, Baoquan - Member Coordinator—Works with the web master to develop membership database. In charge of CCEAF awarding

秦建英 Qin, Cindy – In charge of social activities. Chinese New Year Party.

赵琦 Zhao, Qi –CCCS Principal - In charge of CCCS and coordinates the activities of CCEA with CCCS, such as picnic and summer camping.

3. **2015 CCEA Chinese New Year Party (15 min.)** (Post party will be held on March 7th next Saturday at Kang's house.)

The Asian Pearl Seafood Restaurant has been reserved for next year's New Year Party. The date is 1/30/2016 (Saturday).

Form a 4 people group to prepare the Program: Tony, Ping, Cindy, Bing Hee. Group leader: Tony Shen. Tony will be in charge of organizing the committee meetings.

The group will be responsible for 2016 New Year party program.

A proposal shall be ready by the end of August, 2015 as to how to run the CCEA 2016 New Year party.

4. **Picnics (5 min)**

One in May, another in September. Hagan Park.

5. **Other activities (10 min)**

- **Hiking**
- **Living trust seminar, Bin Hee in charge**

6. **CCEAF (20 min)**

Scholarship committee: Baoquan Liu, Shuqin Guo, Bin Hee

- **Amount of scholarship: \$3000 in total amount has been approved by all members.**
- **Qualification, see application guidance.**

7. **Public Relation and Activities (5 min)**

Other:

Visa service, ask if Cliff or any one else would like to do

Shuqin Guo sent an email to Cliff. He is not going to do it this year. Need to ask if anybody else is willing to do it.