伊利沙伯中學美國舊生會

**QESAAUSA**

**Board of Directors’ Third Meeting (2015-2017)**

**Date: Saturday, August 29, 2015 at 2 pm**

Location: San Carlos Library, 610 Elm Street, San Carlos, CA

Present: Doris Tse (President), Anita Chu (Secretary), Beth Pao (Treasurer), C W Chung (N. Calif. Social Director), Gavin Chan (Information Technology Director), and Bernice Ng (Membership Director)

**Minutes**

 1. *Secretary’s Report*

1. Minutes of the 2nd Board Meeting on June 6, 2015 were approved.
2. Two new Board members were voted in: Bernice Ng as Membership Director, and Lan Yee Chan as Southern California Social Director. We have eight (8) Board members as of today:
* President – Doris Tse
* Vice President – Keith Cho
* Secretary – Anita Chu
* Treasurer – Beth Pao
* N. Calif. Social Director – C W Chung
* S. Calif. Social Director – Lan Yee Chan
* Information Technology Director – Gavin Chan
* Membership Director – Bernice Ng
1. *Evaluation of Summer Picnic on July 25, 2015*
2. Setup—done smoothly with some BODs arriving an hour before the event
3. Food—Overall is good and sufficient from caterer. It might be better to get dessert ourselves, e.g. seasonal fruit and cookies from Costco, etc.
4. Program:
	1. Three speakers giving interesting talks: Teresa on travel experience to Paris and Diana on Health/Exercise while CW gave a quick rundown of our group hikes since 2014, showing photos taken by Louie Cheng. However, the presentation and demonstration took longer than expected, and due to prior commitment of Nelson Tsang, regrettably his music performance has to be cancelled. Should control time properly, e.g. signal to speaker.
	2. Special appreciation to Louie Cheng, spouse of Beth Pao who stepped up to take over Nelson Tsang’s important task of the photographer shortly before the event. Also special thanks to IT Director Gavin who did the video for the event that should be available on Facebook under QES Alumni Association USA.
	3. Music & Songs were well participated, with the aid of projector and the song sheets, accompanied by Louie’s guitar music. Our sincere apology to Nelson that we could not accommodate his well-rehearsed performance in harmonica as mentioned under (i).
	4. Lucky draw—there were sufficient donation of gifts for draw. Ideally should start draw during meal to save time
	5. Mahjong—due to late start around 3 pm, only a round of 4 games were played with one table. Pre-registration of participants is encouraged for future games to avoid disappointment
5. Close of event—we were able to cleanup and to exit the club house in its original setup smoothly due cooperation of everyone and volunteers like Bonnie Chung, wife of CW Chung, our social director who was recovering from a hand surgery.
6. What worked well--Central location and the size of clubhouse is ideal for 37 participants. Everyone enjoyed the event despite few issues mentioned—using as learning experience.
7. What needs improvement:
8. Better program time control through monitoring and better communications with performers before the event to avoid disappointment, and to start certain activities during lunch to save time.
9. Possibility of moving picnic date from July, a popular travel month, to after Labor Day to attract a bigger crowd.
10. *ID Tech Scholarship Award*

Three OSASS girls were awarded with ID Tech scholarship for 1-week computer camp held at Stanford University started Aug. 17. With about a 2 weeks short notice, Louisa Leung was able to make their U.S. learning trip a dream come true from last minute visa application, to everything they needed during their stay in U.S.

1. Louisa deserves a special recognition as a driving force for this event.
2. Welcoming Potluck—well attended. Doris and CW represented BOD to attend and awarded $300 from QESAAUSA to the girls
3. Materials brought by them—Newsletters of QES 60th Anniversary and a couple of QES OSASS for 2013 & 2014

 4. *Treasurer’s Report*

1. We spent a net of $(66.37) expenses over income for the picnic with all beverage donated by board members
2. The search for a special scholarship fund with an original amount of approximately $4,000 several years ago, and a balance of around $2,000 according to Louisa is being researched. However, after consulting past BOD’s particularly presidents and treasurers, and reviewing numerous past minutes and financial records, only a net balance of $919.02 was identified as “scholarship fund” on a statement dated 7/14/2009 provided by Crystal Lee-Milton.
3. BOD unanimously agreed to deduct $300 given to OSASS girls from that “scholarship fund”, leaving a balance of $619.02
4. Our bank balance is $8,702.35 as of today

5. *Social Director’s Report*

 a) Hiking Activities

 i. Past hiking trip: Sunol Regional Park (3/28) and Woodside Huddart Park (5/30) led by Wing Hui had been successful

 ii. The next trip will be held (9/6), Sunday at Huddart Park

 b) Next major event (AGM)—date and place TBD:

Locations—several venues were identified: 瓊華King Wah (Milpitas), 祥興Cheung Hing (Millbrae), 富華軒Golden Palace (Cupertino), 柳園Willow (Castro Valley), and ABC (Foster City).

6. *Membership Director’s Report*

* 1. Update—134 officially registered lifetime members
	2. Recruiting—Instead of obtaining US alumni email addresses from FA coordinators who agreed to share information, we will send invitations to the coordinators, e.g. in the form of QESAAUSA’s outreach newsletter. We could possibly contact all other FA coordinators in the same manner since we are not trying to obtain any personal information.

7. *Information Technology Director’s Report*

1. The two new directors were added to our website—Bernice Ng (Membership Director), and Lan Yee Chan (S. Calif. Social Director)
2. Website payment—Our special appreciation to Gavin who has been contributing his paid service to QESAAUSA website. He is advised to bill the association whenever he deems necessary.

8. *Other Business*

 Doris returned the USB to Louisa Leung.

9. *Next Board Meeting*

 Same time and location on Saturday December 5, 2015

Meeting adjourned at 4:45pm