

Central Coast Chinese Association Board of Directors Meeting

Saturday, Jan. 28, 2017
9:30AM

Cal Poly, Building 26 Room 201
1 Grand Ave., San Luis Obispo, CA 93407

Minutes

- I. **Call to Order** - Meeting was called to order at 9:45AM. Board members present were Jasmine Zhou, Quping Dai, Leida Chen, Wenhui Zhou, Yi-Hui Wang, Katherine Hudson, Xiaoying Rong
- II. **Approval of the Agenda** - The agenda was approved with no additional items added.
- III. **Approval of the Minutes** - The minutes from the January 11, 2017 meeting were unanimously approved as written.
- IV. **Discussion items**
 - A. Report on online and offline registration
 - at the moment of meeting, 197 guests registered online
 - B. Finalize items for auction and raffle
 - added a few items for auction and raffle into Google Doc. Leida will create forms for auction.
 - C. Go through CNY on Feb. 4 details
 - Katherine proposed the table arrangements in Veterans Hall - food service and auction items as last year's configuration; suggested to add a table for sponsors' brochures; fortune cookies will be placed at the end of the food service table.
 - Kitchen preparation, volunteer names, timeline
 - Friday 8:30 to start; Quping will be in charge of arranging the kitchen work.
 - Saturday 7:30 to start
 - Prepare for 300 guests
 - Program detailed in time slots
 - Discuss on the person who will ring the gong - better to have the Mayor, if not, find another person, proposed to have Kurt Lo to ring
 - Mayor's greetings - ask the new Mayor whether or not will be attending or send greetings, program and pamphlet need to be finalized soon.
 - Will check with Veterans Hall whether the photo booth can be set up on Friday night, Gary has the items for photo booth set up.
 - Performance - newly added instrument Zither will be placed as the second item, confirm music for dance and singing, rehearsal between 1-4 on Feb. 4
 - Raffle time - between change of stage
 - Announcements - no special arrangements

- Guest check in process
 - Xiaoying will prepare guest list from online store, guest list will be in both alphabetical and numerical orders for easy checking in.
 - Yi-Hui will work on checking in
 - Lulu will help on check in
- Auction and raffle processes
 - Raffle tickets - John's family will assist to sell the tickets, need to advertise Apple Watch and make a big list at the raffle desk to highlight the raffle items, president will pick the raffle for the watch
 - Four check out tables at the end of auction - Leida, Wenhui, Xiaoying, Katherine. Katherine will take all the credit card charges.
- Tea tasting table and set up
 - Gary will set up as last year.
- Interior decoration
 - Stage set up as early as possible. Still need to figure out how to hang the decorative year numbers
- Photo booth set up
 - Min Zhou will assist
- Table clothing
 - From the members who kept the clothing from last year.
- Graphics and signs
 - Xiaoying is in charge of graphics and sign design and print
- Possible media coverage, social media
 - Facebook, WeChat, Instagram. Katherine set up an Instagram account for CCCA.

V. Continue on at next meeting items

- A. After event activities
 1. Donation to local charity
 2. Volunteer appreciation party
- B. Future events
 1. Duan Wu Festival - 06/16 Saturday
 2. Mid Autumn Festival - 09/22 Saturday or 09/23 Sunday

VI. Other business - no additional items were discussed.

VII. Review of action from meeting - did not get time to review

VIII. Adjourn - The meeting adjourned at 12:00PM