

December 3, 9:30am at Scout Coffee

Central Coast Chinese Association board meeting

Chinese New Year Celebration

Title	Name	Work
General Commander (GC)	Katherine Hudson	
Public Information (PR)	Xiao Ying Rong	<ol style="list-style-type: none"> 1. Boucher of CCCA for potential sponsors 2. Invitation to VIP 3. Ticket design 4. Sponsors relationship
Performance Conductor (PC)	Charlotte Chang LeiDa Chen	<ol style="list-style-type: none"> 1. Contact performers 2. Stage design 3. Lighting and Sound system
Kitchen (KC)	QuPing Dai	<ol style="list-style-type: none"> 1. Menu 2. Preparation 3. Budget and food control
Administration (AD)	Yi Hui Wang	<ol style="list-style-type: none"> 1. Decoration 2. Ticket selling 3. Registration
Core Support (CS)	Elliot Gong Kurt Lo Mai Wilson John Pan Gary Fang Wenhui Zhou	Consulting

Title	Work	Person in Charge and Deadline
GC	Sponsors: get a list of names, grouped into gold and silver	All, 12/17
	Scholarship announce a plan in Celebration discuss more details such as the amount, standards to select applicants, the requirement of applicants	

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	Contact SLO Chamber of Commerce for broadcasting our event	Katherine 12/17
	Contact security company for event guard	Katherine 12/17
	Event liability insurance	Katherine 12/17
PR	invitation : invite former and current majors in SLO	Wenhui, 12/17
	Brochure : CCCA history and vision	Charlotte, 12/10
PC	borrow sound equipments from Darrol, if he is not available to set up, Zhiyang helped out last year	12/17
	<p>Contact performers :</p> <ol style="list-style-type: none"> 1. Tim Hou , sent email and would call to follow up (Katherine) 2. 二胡 (Kurt) 3. YoYo (Charlotte) 4. WuSu TaiChi, sent message and would send email again to follow up (Kahterine) 5. MC : YuTing Zhao (Charlotte) <p>Suggestion : two MC to speak English and Chinese</p> <ol style="list-style-type: none"> 6. Piano boy (Leida) 7. Lion Dance has confirmed to come (Katherine) 	12/17
	<p>Microphone:</p> <p>Should buy microphone set?</p>	12/17
	<p>Flyer</p> <p>decide number of ads, where to post</p>	All, 12/10

AD	Payment methods : Paypal, Facebook, WeChat, check how to register and use	12/10
	<p>Ticket:</p> <ol style="list-style-type: none"> 1.waive membership fee for the board member who sells most tickets 2.online registration for tickets 3.free tickets given should be proved by board 4.well-call for whom can't receive tickets prior event 5.registration: early registration fee before 1/25 is \$25 per person while after 1/25: \$35 as same as last year 	
	mail box: LeiDa gets checks to Xiaoli	
	<u>table arrangement:</u> Cal Poly students	John 2/4
	raffle items: use \$300 to buy one or two such as iwatch, TV, or Go Pro	12/5 Online discussion
	decide the candidates to be red envelope givers	Kurt Lo, 12/17
	Gary did a great job for decorating last year. He can be a good help for decoration	
Kitchen	prepare food for 300 attendees and 50 volunteers	
	<p>Menu,</p> <ol style="list-style-type: none"> 1. Chicken, 2. BBQ pork, 3. tea egg, 4. cold noodles (2 boxes), 5. dumpling, 6. Salad, 7. Desert <p>cookies from Costco chocolate chip dough backed on</p>	QuPing 12/17 to confirm

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	Friday or dessert such as egg tarts from Los Angeles more details need to be discussed	
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Goals in 2017

1. Making list of Chinese businesses and useful information for community as reference.
2. Providing translation service for non English speakers (liability waiver needs be signed before service)
3. Scholarship: Essay contest with Chinese and English, College, High School. Can announce the plan at the CNY event. The detail will be broadcasted after event.

Way to promote CCCA:

- Local TV interview : Contact Elliot Gong