

Central Coast Chinese Association Board of Directors Meeting Minutes

Saturday, Jan. 07, 2017
9:30AM

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

I. **Call to Order** - Meeting was called to order at 9:40AM. Board members presented was Jasmine Zhou, Yi-Hui Wang, Katherine Hudson, Xiaoying Rong

II. Approval of the Agenda

The following items were added to the agenda suggested by Jasmine Zhou and Katherine Hudson

- A. Tax return for last year whether or not to hire a professional CPA firm
- B. Bank account issue of auto transferring after change names,
- C. NewTimes calendar event
- D. Visit Veteran Hall
- E. Invitation for the person ring the gong
- F. Formal invitation to new Mayor
- G. Veteran Hall requires two security guards during the event

III. **Approval of the Minutes** - The minutes from the December 17, 2016 meeting were unanimously approved as written.

IV. **Discussion items** - Focus on CNY preparation

A. Report from the Board members

- 1. Tax return - Jasmine suggested to hire professional CPA firm to process the first tax return for non-profit organization. She will work on the following years. Katherine and Jasmine will work with a firm to discuss the process. The fiscal year will be changed to end at December.
- 2. Bank account issue of auto transferring from saving to checking after president's name change. Katherine will resolve this by visiting the bank.
- 3. NewTimes event calendar - Katherine will set up online to make it accessible to the public through NewTimes.
- 4. Veterans Hall Visit is set to be on Monday, Jan. 9 at 11:30AM. Katherine and Charolette will be there. Any members are available are welcome to join.
- 5. Person to ring the gong at the event - It is decided that Tommy Gong is going to ring the gong for this year's event. The new Mayor will be invited to the event.
- 6. Formal invitation to the new Mayor - Xiaoying will work on the invitation and mail to the Mayor.

7. Security guards for Veterans Hall - it is required to hire two security guards during the event. Katherine has call the service provider and book for this service at a cost of \$240.
8. Reliability insurance - Jasmine is working on purchasing the insurance.
9. Sponsors and donations
 - a) Mea Heng Low will book one table
 - b) Katherine is working on Telosa donation
 - c) Raffle items- Apple Watch \$249, post on Facebook and email, Katherine already purchased
 - d) Auction items
 - (1) Katherine will donate a karaoke microphone
 - (2) Katherine suggested to contact local artists for culture related artworks to be included in auction
 - e) Members keep working on donations, please contact Leida and at the same time update Google Doc that Leida shared with all the members
- B. Performance
 1. Suggest to build a shared Google Doc to track for the performance list - Xiaoying will start the Google Doc and share with all the members
- C. Food services
 1. Quping provided the food menu - It will be advertised once it is approved. Current menu include, BBQ Pork, Chicken Wine, Tea Eggs, Dumplings, Cold Noodles, and Green Salad.
 2. Check with local restaurants for food orders - if some cooking ingredients and vegetable dumplings can be ordered through local restaurant with reasonable price
- D. Marketing and tickets selling
 1. Three table sponsors so far - Wenhui, Sherry Sim, and Mee Heng Low
 2. Coffee Pot - Katherine will keep contacting
 3. Check mailbox for checks - Xiaoying will start to check mailbox regularly
- E. Others - no other items were added
- F. Next steps
 1. Marketing plan
 - a) poster advertisement - Katherine will locate a few more places to post
 - b) email and Facebook campaign -
 - (1) Xiaoying suggested to have a google doc to share information for PR purposes. Along with Leida's donation list, Xiaoying will set up a Google Doc for tracking all confirmed performers
 - (2) Xiaoying will update on Facebook and newsletter more often with available information including, food menu, highlight of performers, highlight of donors, silent auction items, big items for raffle tickets, and etc.
 2. Administrative tasks - Yi-Hui and Xiaoying will work together
 - a) sells tracking - on wix.com the shop site

- b) follow up payment requests
 - c) Tickets - will be emailed or mailed to the paid orders
3. For the CNY event
- a) brochure - Xiaoying will work on the design
 - b) raffle tickets - still have some left from last year
 - c) other concerns - Yi-Hui will be in charge of checking in, find one or two more people for helping

V. Other business

- A. Still need to check in to assigned seats or not - will NOT assign seats, check in between 4:00-6:00 approximately
- B. Name tags if the guests wish to have
- C. Bracelets for the ones officially checked in, with bracelet for re-entry. This is to avoid people get in without paying for the tickets
- D. Small items at the entrance for photos will be removed after the performance started.
There were a few small items missing from last event

VI. Review of action from meeting

- A. If needed will be an online meeting next week
- B. Jan. 28 as a mandatory meeting before the event

VII. Adjourn - The meeting adjourned at 11:00AM