**Huaxia Chinese School at Bergen, Inc**

**华夏博根中文学校**

**P.O Box #9180,**

**Paramus, NJ 07652**

[www.hxbg.org](http://www.hxbg.org)

**Board Meeting Minutes**

**Date**: May 3, 2020, 2:30 PM-05:15 PM

**Location:** Zoom Meeting

**Attendance Roster:**

**Present:**  
张元 (Yuan Zhang), President

刘一帆 (Yifan Liu), Secretary

杜红梅 (Hongmei Du), Treasurer

王朝芳 (Zhaofang Wang), Principal/Board Member

王盛节 (Jessie Wang), Board Member

周翔 (Sean Xiang Zhou), Board Member,

李丽 (Li Li), Board Member  
陈国栋 (Guodong Chen), Board Member

王志红 (Zhihong Wang), Board Member

**Absent:  
None**  
**Other Attendees :**

徐智辉 (Zhihui Xu), Elected Board Member

王红 (Hong Wang), Elected Principal

冯淑媛 (Shuyuan Feng), Senior Accountant

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| Topic | Discussion/Action/Decision | Responsible Person(s) | Status |
| Propositions regarding Board Officer Election | Proposition #1: No Board Director can serve as the Officer of the Board for more than two terms, regardless of the Office(position).  Result: The board decided that no Board Director can serve the same Officer position for more than two terms. A Board Director who has served the same Officer position for two terms may seek to serve a different Officer position.  Proposition #2: The Accountant is a segregated position of the School Administration. Its function cannot be co-performed by any other School officers or staff.   Result: The Accountant position is the sole position one person may hold. The role and responsibility of the Accountant cannot be delegated to other non-accountant staff. The definition and role of the Accountant should be consistent with US and HXBG financial regulations. | All | Result of Proposition #1: Agreed  Result of Proposition #2: Agreed |
| Financial report for School Year 2019 – 2020 | Shuyuan Feng, the school Senior Accountant, presented the estimated financial report for School Year 2019 – 2020.  1. The yearend bonus should be revised from $45,000 to $40,000.  2. Due to COVID-19 and facility close, there was $ 13400 unused rent for March. The money should be noted and used as credit for 2020-2021 school year lease, when new principal and president negotiate the contract with PCHS. | All | See 1. And 2. in column 2 |