**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 22, 2020, 9:00 PM-10:30 PM

**Location:** Zoom Meeting

**Attendance Roster:**

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

刘一帆 (Yifan Liu), Secretary (President-Elect)

杜红梅 (Hongmei Du), Treasurer

王朝芳 (Chaofang Wang), Principal/Board Member

王盛节 (Jessie Wang), Board Member

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

徐智辉 (Zhihui Xu), Board Member (Treasurer-Elect)

王志红 (Zhihong Wang), Board Member (Secretary-Elect)

**Absent:  
None**  
**Other Attendee :**

王红 (Mona H Wang), Principal-Elect

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| Topic | Discussion/Action/Decision | Responsible Person(s) | Status |
| 1. Donation liabilities | According to "Declaration Under the Public Readiness and Emergency Preparedness Act for Medical Countermeasures Against COVID-19" being effective as of February 4, 2020, the concern of liability should not be an issue for donation activities organized by Huaxia Chinese School at Bergen County (HXBG). Please see Declaration Under the Public Readiness and Emergency Preparedness Act for Medical Countermeasures Against COVID-19. | All | Endorsed |
| 2. Receipt of recognition letters from donation recipients | The receipt of recognition letters from donation recipients was discussed for the benefit of HXBG’s reputation.  Hongmei Du presented sample request letters and will send letters requesting official recognition letters from 5 hospitals and Sheriff office. | Hongmei Du | Agreed |
| 3. Freight invoices for previous donations | A new invoice with shipping costs will be provided by vendor and emailed to Chaofang Wang and School Accountant Shuyuan Feng. | Chaofang Wang | Ongoing |
| 4. Refund to HXBG donation account | At time of meeting, a refund of $11691.00 (estimated) was issued by Probtain due to unfulfilled orders.  Chaofang Wang presented the current progress on the return process and stated the need for an invoice with company letterhead from Probtain. The Board requests a weekly update from Chaofang Wang with regard to the situation and paperwork submitted to Hongmei Du at each step. | Chaofang Wang  Hongmei Du | Agreed and ongoing |
| 5. Time-sensitive continuation of refund | If #4 is not finished by 6/30/2020, then Principal Chaofang Wang will put the appointed school representative in contact with Xiamen Probtain Nonwoven Inc. directly to ensure the continuing communication and the fund is successfully returned back to school account. | Chaofang Wang | Agreed |
| 6. PPE purchase/ payment, and donation activities | 62 pieces of PPE were purchased and delivered on 5/17/2020. The payment for these PPE should be on hold until the fund in #3 is returned to school donation account. All school donation activities are postponed until further board notice, and no further donation check should be issued and no purchase should be made. | Chaofang Wang | Agreed and ongoing |
| 7. Accountant transition | There is an issue to access the banking system. The transition between Hongmei Du and Shuyuan Feng, School Senior Accountant, should start immediately to ensure that the transition is successfully completed before 06/30/2020. | Shuyuan Feng Hongmei Du | Agreed and ongoing |
| 8. Admin Team Stipend | The board reviewed and approved principal-elect Mona H Wang’s 2020-2021 admin team stipend proposal. | All | Approved |

Post Meeting Note:

#2, recognition letters have been received from Office of The Bergen County Sheriff, Hackensack Medical Center, and New Bridge Medical Center.

#4, Refund of $11639.31 has been returned to HXBG donation account on June 3, 2020.

#6, Payment for purchasing 62 pieces of PPE has been sent to the seller on June 5, 2020.