**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**: September 16, 2018, 9:30 – 11:00 a.m.

Location: Paramus Catholic High School,

 425 Paramus Road, Paramus, NJ 07652

Attendance Roster:

Board Member

王建锐 (Jianrui Wang), Chair

梅笑辉 (Xiaohui Mei), Secretary

杜红梅 (Hongmei Du), Treasure

李焰 (Yan Li)

何燕 *(Excused)*

张元 (Yuan Zhang)

王朝芳 (Chaofang Wang)

王盛节 (Jessie Wang)

周翔 (Sean Xiang Zhou)

School Administrative Member

王朝芳 (Chaofang Wang), Principal

薛梅 (Mei Xue), Administrative Director

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|  Topic | Discussion/Action/Decision | Responsible Person(s) | Due Date |
| Budget for 2018-2019 school year. | 1. BD reviewed school budget for year 2018-2019 presented by Chaofang and Mei. The total income increased by approx. $30K than last year based on the current registration. The budget was unanimously approved by all present BD members. BD thanked Mei for her effort in preparing the budget and asked Chaofang to pass sincere acknowledgement to all school administrative members for their hard work which led to a very successful start of the new school year.
2. Chaofang and Mei were asked to inform BD the final total income after class registration is completed.
 | AllChaofang/Mei | N/AN/A |
| Election of Treasure for 2018-2019 school year. | 1. In order for Chaofang (who is also the current Treasure) to focus on the Principal work, BD decided to elect a new Treasure.
2. ***Hongmei Du*** was unanimously elected as the new Treasure by all BD members. Hongmei was asked to work with relevant School Administrative Staff member(s) to review and standardize the current financial regulations as appropriately.
 | AllHongmei | N/AN/A |
| Miscellaneous | 1. The 2018 Huaxia AIG Sports Games will be held on October 14, 2018. Sean was asked to put together a proposal and work with School Administrative Staff for this event.

*(Post meeting note: Sean delivered a proposal to BD on September 16th.)*1. School is still open on December 30th which is during the Christmas/New Year holidays. It was discussed whether it will be possible to switch class to another day. Although this is rather difficult given our contract with Paramus Catholic High School, Chaofang agreed to follow up.
2. Additional suggestions were made during the meeting:
	1. We should have a plan for different seminars and have them announced in advance.
	2. A formal school brochure should be prepared and available in public.
	3. Organize different events (e.g., book fair) for fund raising.
	4. For the graduation ceremony, our student should wear uniform (either rent or buy).
 | SeanChaofangAll | ASAPN/AN/A |