



# 3<sup>rd</sup> Board Meeting

Date: 8/15/09

Place: Grace's House



# Agenda

- 01:00 Status Reports
- 01:20 Upcoming Events
- 01:55 Ad-hoc Events
- 02:10 Group Picture (5 mins)
- 02:15 Year end Activities Preparation
- 02:40 Recent Activities Debrief
- 02:50 Next Meeting Date
- 02:55 Recap (5-10 minutes)



# Status Reports

- Financial Report (Shu-Jun)
- Membership (Eugenia)
- General



# Status Reports – General

- General
  - Non-profit organization filing(Russell)
  - Typhoon Disaster Relief
  - Document Workspaces
  - Templates
  - Review Ad Form
  - Website Contents and New Features



## Status Reports – General (Cont)

- Upload Reports to server
- Templates include
  - Membership, Reimbursement, Receipt, & so on
- Pre-Event Reports
  - 申請經費補助表 (i.e., TECRO CC)
  - 經費收支概算表 (i.e., TECRO CC)
  - Invitations (i.e., TECRO)
- Post-Event Reports
  - 成果報告表
- Review Ad Form



# Status Reports – General (Cont)

- Website Contents
  - Add language translation feature
    - Chinese
    - English
  - Email for “Contact Us”



# Upcoming Activities

- Mid-Autumn Festival
- 2010 New Year



# Mid-Autumn Festival

- Coordinator: 何瑞文, 張仲文協助
- Date: Saturday, 10/17/09
- Time: TBD
- Registration Deadline: 活動前一週
- Place: 漢宮餐廳 (36 tbls)
- Cost: \$220/per tbl    Ticket: \$ TBD
- Menu: TBD
- External POC: Ken Lee (C) 301-332-0909;  
(703) 525-5317



# Mid-Autumn Festival

- **Preliminary Planning**
  - Funding Request: TECRO CC, TECRO
  - Invitations: TBD
  - Announcement: TBD
  - News Release: TBD
- **Execution Planning**
  - See attached



# 2010 New Year Banquet

- Coordinator: TBD, 協助 TBD
- Date: Saturday, 2/20/10
- Time: TBD
- Registration Deadline: 活動前一週
- Place: 新財神餐廳
- External POC: 301-548-8886

- Director Wang's Farewell Party
  - Date: 8/22
  - Time: 5 PM
  - Place: Grace's house
  - Style: Potluck or BBQ
  
- 客家青少年基金會獎學金
  - 截止日期: 9/26/09
  - Announcement



# Group Picture

Break ...



# Prepare for Year End Activities

- Promotion Materials (i.e., T-Shirt & Mug)  
*Souvenir for representing HADC in social activities*
  - Coordinator: TBD
  - Redesign : Y/N
- 2009 Yearbook
  - Coordinator: Shiew, Wally協助
  - See outline (next slide) in detail



# 2009 Yearbook

Yearbook Contents		Responsible
1	By-laws	yrbk crdntr
2	Annual Financial Report	財務
3	President Message	會長
4	List of current Board Members	
5	List of past Board Members	副會長
6	活動	
6a	- 活動紀錄 (List of activities and dates)	秘書
6b	- News releases	
6c	- 蒐集活動剪報	
6d	- 活動節目照相 (年度例行活動 and other events)	活動公關
7	Referral Associations	
7a	- Youth Award	yearbook coordinator
7b	- 桐花合唱團	桐花
8	會員名冊 (member directory)	會籍
8a	- 會員通訊名冊	
8b	- 會員資格申請表 (membership application form)	
9	廣告版面	廣告公關

## Debrief Activities

- 客語教師研習 (8/4-5) (Mei-Lin)
- 2009年美洲台灣客家聯合會 (8/8-9) (Fenyng)



# Recap

- Status Reports
- Upcoming Events
- Ad-hoc Events
- Group Picture (5 mins)
- Year end activities Preparation
- Activities Debrief
- Next Meeting Date
- Recap (5 mins)



# Next Meeting

- ▶ Date: TBD
- ▶ Place: Grace's House

名家

# Do we forget anything?

