



4th Board Meeting

Date: 9/12/09

Place: Grace's House



Agenda

- 02:00 Status Reports
- 02:15 Year-end Activities Preparation
- 02:45 Recent Activities Debrief
- 02:50 Ad-hoc Events
- 03:05 Group Picture (5 minutes)
- 03:10 Mid-Autumn Festival
- 03:50 Next Meeting Date
- 03:55 Recap



Status Reports

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



Status Reports – General

- General
 - Fundraising for Typhoon Disaster Relief
 - 1st Donation: \$5,400
 - 2nd Donation: \$1,000
 - Posted information on website
 - Non-profit organization filing
 - Website
 - All activities and press releases have been posted on Hakka website
 - Announcement
 - Teresa
 - Mei-Lin



Year End Activities Preparation

- Ad Listing update (Fenyng/Russell)
 - China Garden (new \$100/see Chinese yellow page)
- 2009 Yearbook Responsibilities (See outline in next slide)
 - Coordinator: Shioh, Wally協助
 - See outline (next slide) in detail
- Promotion Materials
 - Souvenir for representing HADC in social activities*
 - Coordinator: TBD
 - T-Shirt: Redesign : (Y/N)
 - Mug: (See Attached)

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



Recent Activities Debrief

- Director Wang's Farewell Parties
 - Participated Farewell Parties on 8/20, 22, & 23
- Visited TECRO on 8/22
- Press Release



Ad-hoc

- By-Laws Discussion (Teresa)
- Due Date: TBD



Group Picture

Break ...



Mid-Autumn Festival

- Coordinator: 何瑞文, 張仲文協助
- Date: Saturday, 10/17/09
- Time: 6:00 PM
- Registration Deadline: 活動前一週
- Place: 漢宮餐廳 Cost: \$220/per tbl
- Ticket : member \$ 25/non-member \$30
- External POC: Ken Lee (C) 301-332-0909;
(703) 525-5317



Mid-Autumn Festival - Menu

漢宮大拼盤
風沙焗肉排
海鮮冬蓉羹
薑蔥雙龍蝦
金牌脆皮雞

雙菰?菜苗
翡翠牛柳粒
香骨龍利球
揚州炒飯
發財笑口棗
陳皮紅豆沙



Mid-Autumn Festival (cont)

- **Preliminary Planning**
 - Funding Request:
 - TECRO CC : Approved \$500
 - TECRO: TBD
 - Invitations:
 - TECRO: Done
 - TECRO CC: TBD
 - Associations/Guests:
 - Listing Needed: (Fenyng or Russell)
 - Method: via email or postal mail



Mid-Autumn Festival (cont)

- **Announcement**
 - Draft Announcement: Mei-Lin
 - Can be obtained from website
 - Distributions:
 - Via postal mail (one month prior to the event)
 - Via email (two weeks to prior to the event)
- **Tickets Distribution: All**
- **Calling List: All**



Mid-Autumn Festival (cont)

- **Headcount**
- **Table Diagram (34-36 tbls)**
 - **See Diagram**
- **Tables Assignment:**
 - Guest Table (1 tbl): Grace/TK Shih
 - Honored Guests Tables (2 tbls): TBD
 - General Tables: Mei-Lin/TK Shih
- **Execution Plan (Russell)**
 - See attached



Mid-Autumn Festival (cont)

- **Post-Event Activities**
 - Post-Event Reports to TECRO CC:
due 2 weeks after event
 - Press Release: due 2 days after event
(Wally)

家

Do we forget anything?





Next Meeting

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



Recap

- Status Reports
- Year-End Activities Preparation
- Recent Debrief Activities
- Ad-hoc
- Group Picture (5 minutes)
- Mid-Autumn Festival
- Next Meeting Date
- Recap (5 minutes)