

Cambridge Chinese Community Centre's minute – 1st October 2016

Meeting starts: 14:00

Meeting ends: 16:00

Attendants: Chairman Sun wei, Sammy Tsang, Wendy Ng, Wenbo, Wu Ying, Jade Ng, Rebecca Ma, Dong Yang, Liu Xiuyung, Chen fong, sophie Yang and liu li.

Agenda –

1. Due to repair work on the flooring, the main hall is temporarily out of use on the 16th and the 23rd of October. However, other rooms or children class schedules remain unaffected. Resume normal on the 30th October.
2. Review on the mid-Autumn BBQ event to improve how we can do it better next time:
 - a) In future, if some activities need begin late, food serves should commence according to the schedule.
 - b) Communication before the event was inadequate. We should have group meetings and the person who is in charge should clarify the details of everyone in your group. Heads of departments and should discuss each department's need in particular who is doing what, when and how, beforehand– i.e. detail planning of each individual station, forward rehearsal (e.g. performers) and ensure the smooth adhesion to a chosen plan.
 - c) Occasionally, there is no one to receive the VIPS at the door.
 - d) There was no arrangement on clearing up afterward. In future, each department should put the clearing up into plan.

3 Family learning day: 30th October from 1pm – 4 pm.

- a) Do remember the clock goes back 1 hour from mid-night 29th Oct .
- b) The event is organised by our education department. We are recruiting programs now.
- c) The local council will need to see the registration forms. We need make sure this will be done properly. Everyone attends the activities should sign in registration form. Dong yang, is assigned to deal with this task and welcoming guests and new members.
- d) Due to it being so close to Halloween, this year has a Halloween theme – pumpkin, chocolates, face painting and would encourage children to wear their Halloween costume.

4 The puppet show – (detail can be found on www.camchinese.org)

- a) Our volunteers will help freely and the monies collected from ticket sale will entirely go towards the performers.
- b) We will need 4 volunteers to check entry tickets and the organizer will select these four people in due course.
- c) We will need a small stall to sell our tea/coffee, biscuits, etc. Wendy will be responsible for such undertaking.
- d) We can rent out one or two small stalls to other business, like selling dumplings, deserts of some kind and so on.

5 Christmas activities

- a) This year Christmas activities are scheduled on the 18th Dec, however need to check with the school timetable first, our Chairman Sun Wei will be responsible for this check.
- b) Confirming who is doing the Santa clause, Sammy will contact Terry.
- c) During this festive seasonal period, we can provide some small show like folk dances, Tai Chi, Chi gung to old people's home free of charge. Chairman Sun wei will contact them in due course.

6. Dr. Lili's health seminar:

- a) Scheduled on the 16th October from 2 – 4 pm and Xiuyun is responsible for organizing it.

- b) Venue is likely be located at the city centre (yet to decide) to accommodate new students.
- c) Need two doctors' resume and these were forwarded to Xiuyun.

7.Chinese New Year:

- A. confirmed scheduled date on the 22nd Jan 2017, Director: Liu xiuyun and assistant director: Wu Ying.
- B.Need to confirm the usage of the kitchen facilities, whether we can provide lunch or not is yet to decide.
- C. Ticket price will depends on whether it include lunch or not, yet to decide.
- D. All or most tickets will be on line for sale and NO ticket sale on the day.
- E. poster design for the Chinese New Year, Liu xiuyun is assigned with this task.
- F. VIP invitation and reception are assigned to Dong Yang and Rebecca Ma.
- G. Sponsorship, Raffle tickets, buying prizes, storing and its distribution of goods are solely the responsibilities of Rebecca Ma and Chen Fong. In addition, they must provide information to sponsor firm(s) about our stall information on the day.
- H.Checking and overseeing entry tickets are the jobs of Jade Wu and Wang Qi.
- I. Hiring the Venue, decoration and liaison with the school are the jobs of Tony Reynald, John Cheung and Johnny Cheung.
- J.performing program need to discuss further in due course, Bingrong, Xiuyun and Wu Ying are responsible overseeing this task.
- K.Venue's walk around inspection, keeping everything relatively in check, clean up and checking the volunteer general well-being. These jobs have been assigned to Wendy Ng and Zhou hui.

8. Chinese New Year's culture week:

Apart from our Community celebration of the New Year on the 22nd Jan, there are other activities associated with the Chinese New Year theme and we will be planning to set up the following:

- A. Auction
- B. Food culture, western-style desert, Chinese traditional sweet cakes, sweet dumplings, etc.
- C. Conversation on Chinese music, calligraphy, painting, performing Chinese traditional musical instrument, etc.
- D. Chinese Cityshowcase, for example NanJing, SumYan and so on, with media presence.
- E. English and Chinese culture films, mainly Chinese films (with English sub-titled).
- F. Evening Formal Dinner party.