

Chinese Professional Club 2014-2015
Minutes of the Sixth Officers' Meeting
February 8, 2015

The sixth Officers' meeting of the Chinese Professional Club was held on Sunday, February 8, 2015 at the Fong residence at 12054 E. Circle Dr., Houston, Texas 77071. In attendance were:

David Cao	Terry Chen
Faye Chin	Betty Fong
Howard Chan	Lillian Chan, MD
Irene Joe	Jack Joe
Katharine Lau	Peggy Lum
Annie Mak	Allan Tang
Elizabeth Tang	James Tang MD

1. The meeting was called to order at 3 p.m. by David Cao, President.
2. The Committee gave unanimous approval of the minutes of the July 27, 2014; September 13, 2014; October 19, 2014 and December 14, 2014 meetings.
3. Treasurer's Report: Treasurer Allan Tang reported that there was \$20,965.52 in the CPC account as of January 31, 2015. This includes two major deposits: \$1,500 from Chevron and \$5,000 from James Tang, MD for the CPC Gala. There are no other outstanding checks or deposits. Two checks were written at the meeting to cover expenses incurred.
4. Scholarship update: James Tang MD gave an update of the Scholarship Committee. A total of \$32,000 was provided to the Scholarship Committee and 13 recipients were chosen out of thirty six applicants. Eleven were for their merit; one was designated by CPC and one was for financial assistance. Five of the scholarship winners were male and eight were female. The Committee applauded the scholarship Committee for the effort put into the selection of these winners.
5. Gala Update:
 - Katharine Lau and Jack Joe both provided a checklist to facilitate the review of work assignments and to finalize various other things that needs to be done.
 - Invitations have been sent out. The Gala is slated to start at 5p.m. and end at 9p.m. Dinner is scheduled for 6:15p.m. Reporters will be there at 7:30p.m.
 - Jack will coordinate with Angela Chan to see if she can be the emcee for the night.
 - Alice Lee will be asked to be the floor manager again. David Cao and Katharine Lau will work to draft a script for the event to be reviewed by Alice if she agrees to be the floor manager.
 - The Program book needs to be completed by February 20th so anything that needs to be incorporated into the program should be provided to Jack at least a few days before that date. As it stands now whatever Jack receives will have to be set up so that the number of pages has to be divisible by four.
 - Katharine will design the cover for the program and Jack will coordinate with the printers. The same printers who handled it in the prior year will be used.
 - David will submit a "message from the President" for the program book.
 - John will send the biography for the scholarship recipients and James will send their head shots to Jack.

- Annie will get the press release out as soon as possible. She will also be coordinating the advertisements.
 - It is anticipated that there will be twelve tables. Three table sponsors have already been received. They are Chevron, Dr. James and Elizabeth Tang and Mr. Harry Gee, esquire
 - The food tasting has been completed. The menu (\$66.34 per person) will be as follows:
 - Corn and crab chowder
 - Salad
 - Flat iron steak
 - Key lime pie or mud pie
 - The floor plan will be the same as the prior year. It will be assigned on a first come first serve basis with some accommodations to certain dignitaries.
 - Annie and Betty will be responsible for the table decorations. The decorations were on display at the meeting.
 - The Committee also agreed to contract for four hours of security for the event.
 - George Wong will again be hired to be the photographer.
 - Jack will be the coordinator for the entertainment. At this point, there will be the lion dance, a two minute dance by Jenny Xiao who was the Miss Talent Winner at the Miss Chinatown Houston Pageant.
 - Jack and Faye will coordinate with John Chen for the music at the Gala.
 - Katharine will take care of the raffle tickets.
 - Raffle prizes so far include various gift cards, Rockets basketball tickets, a United Airlines ticket, etc. Effort is still being made to secure more prizes.
 - The Committee authorized funding of \$500 to buy an Apple iPad as one of the prizes and any other prize if there is money left. Peggy will be responsible for this.
 - Jack needs a listing of all the prizes and their donors so that it could be included in the program.
 - Raffles tickets are set for \$10 each and \$25 for three. This may change depending on the prizes we may be able to secure.
 - David will talk to his friend about an invitation to the Embassy staff of the Peoples' Republic of China. He will send them an invitation.
 - Lillian will order the flower bouquets for the lady award recipients.
 - Jack will secure the four plaques for the award recipients.
 - Faye, Peggy and Annie volunteered to man the reception table.
 - Annie and Irene will be the hostess for the scholarship recipients.
 - Annie and Betty will be responsible for decorating the reception area and inside the banquet room. David has the large CPC banner that will be hung in the banquet room.
 - Faye will find out when we will have access to the banquet hall. CPC will have access to a room at the hotel starting at 8a.m. for our use.
 - Jack will furnish the scholarship recipients with name tags.
 - Anita will be responsible for contacting the scholarship winners' parents on proper protocol for them and the winners.
6. The Chinese American Doctors' association of Houston will be having their 2015 Chinese New year Scholarship Fundraising Gala on Saturday, March 14th, 2015. It will be held at Fung's Kitchen starting at 6:15p.m. CPC will put together a table to attend this event. Each table costs \$650. The keynote speaker is a past Nobel Laureate for Chemistry
 7. The Appreciation dinner will be held on Sunday, April 12, 2015 at Ocean Palace. The celebration will start at 6p.m.

8. The next meeting of the CPC Committee members and officers will be held on Sunday, March 22, 2015 at Betty and Cecil Fong's residence. Meeting will start promptly at 2p.m.
9. There being no other business, the meeting was adjourned at 4:45p.m.

Faithfully submitted,
Terry Chen
Secretary