

3/13/21 CE Academy Board Meeting

Time: 2:00 pm, Location: Zoom meeting (virtual), Meeting ID: 88692995096,

Password: 315871, Link: <https://us02web.zoom.us/j/88692995096>

5 Board Members: Heli Chu (chair), Robinson Xie, Joshua Vizer, Anna Yuan, Alice Lian.

Attendees (5): Heli Chu, Robinson Xie, Joshua Vizer, Anna Yuan, Alice Lian.

Absent: (0)

Heli hosts the meeting, Alice takes notes.

- 2:06 pm, Heli calls to order. The meeting starts.
- 2:09 pm, Heli roll calls every attendee.
- 2:10 pm, Alice reads the mission.
- 2:12 pm, Robinson makes a motion to approval of 2//20 meeting minutes. Joshua seconds it. All the rest of 3 members agree to adopt the minutes.
- 2:13 pm, Heli expresses that she will go to Westwood Church to see the facility tomorrow. She would like the facility can be decided soon. Some marketing plan, like facebook to enroll students will be done once the facility are for sure. Heli urges that the preparation on teacher H1b visa should be done before 3/24 when H1b lottery starts. The budget should be \$2,500 per teacher. Robinson will do more work on this area.
- 2:17 pm, Robinson will take care of uniform, tablecloth, office supplies and gifts and will report it to the rest of the board members for suggestions and questions.
- 2:19 pm, Heli suggests that school budget will be done by Anna. Anna makes a brief report each month.
- 2:20 pm, Heli mentions that OCS needs 70 documents to be sent in May. She will classify these documents and give each board member some to share. We need to finish them by the end of April to make time for us to adjust and correct.
- 2:22 pm, As to Developing Strategic Plan for 2021 Opening, Robinson will assist Heli to take care of hiring teacher. Alice is in charge of lunch program and transportation plan.
- 2:26 pm, Robinson suggests that enrolling students be starting as soon as possible.
- 2:27 pm, next meeting on 4/10/2021.
- 2:28 pm, Robinson makes the motion to adjourn the meeting, Alice seconds it. The rest of 3 board members agree.
- 2:30 pm, Heli announces adjournment.