



# 溫哥華華埠商業促進會 Vancouver Chinatown BIA Society

106 Keefer St., Vancouver, BC, V6A 1X4  
Email: [vcbia@vancouver-chinatown.com](mailto:vcbia@vancouver-chinatown.com)

Tel: 604-632-3808  
Website: [vancouver-chinatown.com](http://vancouver-chinatown.com)

## Vancouver Chinatown Business Improvement Association Annual General Meeting 2020

**Date :** Tuesday September 22<sup>nd</sup>, 2020

**Time :** 6:00pm

**Location :** Floata Seafood Restaurant  
(#400-108 Keefer Street, Vancouver)

Zoom Meeting Room link will be circulated to registered members only.

Limited seating can be accommodated at the venue. Advanced reservation required on a first come, first serve basis. Please contact VCBI office at [info@vancouver-chinatown.com](mailto:info@vancouver-chinatown.com). Doors open at 5:30pm. Meeting will begin at 6:00pm, followed by refreshments served.

Take this opportunity to review VCBI's accomplishments for the past year, accept financial statements, learn about the plans for 2021, adopt a new budget for 2021, hold elections for new board members, and mingle with your neighbours and other VCBI members.

Director positions are available in the next fiscal year and we invite business owners and property owners to participate. Nomination forms may be obtained from the VCBI office. Application deadline is Tuesday, September 15<sup>th</sup>, 2020 at 12:00pm.

## 華埠商業促進會 2020 度週年大會

**日期:** 2020 年 9 月 22 日 (星期二)

**時間:** 下午 6 點

**地點:** 華埠富大海鮮酒家 (溫哥華奇化街 180 號 400 室)

網上會議室連結僅提供於已登記會員。

現場名額有限，先到先得。敬請電郵至 [info@vancouver-chiantown.com](mailto:info@vancouver-chiantown.com) 登記預約。入場時間為下午 5 時 30 分。會議將於下午 6 時開始，並設有茶點招待。

席間可藉此機會來回顧過去一年的會務，審核財務報告，了解明年的計劃及動向，通過 2021 年的新財政預算，舉行下屆理事選舉，並與華埠社區友鄰會面交流。

理事會多位現屆理事兩年任期屆滿，須遵章舉行下屆理事選舉，誠邀各商家及業主積極參與。理事提名表格可於華埠商業促進會辦事處索取。報名截止日期為 2020 年 9 月 15 日星期二中午 12 時。



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## NOTICE OF ANNUAL GENERAL MEETING 2020

Notice is hereby given that the Annual General Meeting (AGM) of the Vancouver Chinatown Business Improvement Association (VCBIA) will be held on September 22, 2020 (Tue) 6:00pm at Floata Restaurant (400-180 Keefer Street, Vancouver). Light refreshments will be served.

To conserve paper, a full version of our Audited Financial Statements is available for viewing at the VCBIA during regular business hours (9am – 5pm M-F).

### Agenda

1. Adoption of the 20th AGM's Minutes
2. Review the Vancouver Chinatown BIA's activities for the past year
3. Review and approve the Auditor's Report for the fiscal year ended March 31, 2020.
4. Appoint an auditor for the coming year
5. Review and adopt 2021-2022 Plan & Budget
6. Introduce nominees for Directors Election
7. Elect Directors for the ensuing two years
8. Other Business
9. Adjournment

### Voting Requirements

To be eligible to vote at the AGM you must 1) own Class "5" (light industry) or Class "6" (business) property, or 2) hold a valid City of Vancouver business license and lease or rent a Class "5" or Class "6" property within the VCBIA boundary. A copy of business license and valid lease or tenancy agreement may be requested for verification.

You must also complete the AGM Registration Form and Membership Application (included) and return it to the VCBIA office at 106 Keefer Street on or before 12:00 noon Tuesday, September 15, 2020 with \$5 membership fee paid (cash or certified check accepted only). **There is no voting by Proxy**

Director positions are available in the next fiscal year and we invite business owners and property owners to participate. Nomination forms may be obtained from the VCBIA office.

### Annual General Meeting Registration Form

Please submit the RSVP Form in person and return it to VCBIA Office, or email to [vcbia@vancouver-chinatown.com](mailto:vcbia@vancouver-chinatown.com) on or before 12:00 noon September 15<sup>th</sup>, 2020 (Tuesday) with \$5 membership fee (cash or certified check accepted only). There is no voting by Proxy.

YES, I will attend the AGM Tuesday, September 22<sup>nd</sup>, 2020       In-Person       Zoom Meeting

Name : \_\_\_\_\_ Telephone Number : \_\_\_\_\_

E-mail : \_\_\_\_\_

Business Owner       Property Owner       Business / Property Name: \_\_\_\_\_



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## Vancouver Chinatown BIA Society ANNUAL GENERAL MEETING Tuesday, September 17<sup>th</sup>, 2019 Minutes

**Location:** Floata Seafood Restaurant, Chinatown (#400 – 180 Keefer Street)

**Attendance:** 43 Property and Business Owners representing 48 votes. 1 City staff, Jennifer Leung (AYCO/Auditor), 2 VCBIA staff and 1 VCBIA volunteer

### Call to Order

Mr. Jordan Eng and Mr. Michael Ng, called the meeting to order at 6:11 pm.

#### 1. Approval of the 19<sup>th</sup> AGM Minutes

**Motion:** That the Minutes of the AGM held on October 23, 2018 be adopted.

**Moved/Seconded:** Nigel Pike & Albert Fok. Motion carried by show of hands.

#### 2. Review of the Vancouver Chinatown BIA activities for 2018 – 2019

The President, Mr. Jordan Eng, provided an overview for the year including many activities which are essential to the community. He presented a slideshow along with points covering VCBIA's vision and accomplishments.

#### 3. Review and approval of the Auditor's Report for the fiscal year, ended March 31, 2019

Mr. Michael Ng presented this year's financial auditor report attached to the AGM package that covered the fiscal year ended March 31<sup>st</sup>, 2019.

**Motion:** That the Financial Statements and Auditor's Report for the fiscal year ended March 31<sup>st</sup>, 2019 be accepted as presented.

**Moved/Seconded:** Steven Fast & David Walker. Motion carried by show of hands.

#### 4. Appoint an auditor for the coming year

**Motion:** To nominate Au-Yeung and Company as the auditor for the year 2019-2020.

**Moved/Seconded:** Nigel Pike & Elijah Fast. Motion carried by show of hands.

#### 5. Review and adopt 2020-2021 Plan & Budget

**Motion:** That the 2020-2021 Proposed Budget be approved as presented.

**Moved/Seconded:** Robert Graf & Nigel Pike. Motion carried by show of hands.

#### 6. Introduce Nominees for Directors Election

Mr. David Walker noted details of electing the Vancouver Chinatown BIA Board of Directors.

5 candidates ran for 4 Director vacancies for the 2019 – 2021 term. Each candidate will have up to 2 minutes to introduce themselves.



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Candidates				
John Bal	Chris Chan	Edmund Ma	Michael Ng	ROBERT (BOB) SUNG

**7. Elected Directors for the ensuring two years**

4 directors were elected to the Board.

Candidates	Term
John Bal	Two years (2019 – 2021)
Chris Chan	Two years (2019 – 2021)
Edmund Ma	Two years (2019 – 2021)
Michael Ng	Two years (2019 – 2021)

The 4 candidates voted to the 2019-2021 Board for a 2-year term are John Bal, Chris Chan, Edmund Ma and Michael Ng respectively.

**8. Adjournment**

AGM ended at 7:15 pm.

Statement I

VANCOUVER CHINATOWN BIA SOCIETY  
STATEMENT OF FINANCIAL POSITION  
AS AT MARCH 31, 2020

	<u>2020</u>	<u>2019</u>
<b><u>ASSETS</u></b>		
<b>Current assets:</b>		
Cash	\$ 78,761	\$ 320,186
Investments (note 2)	334,837	332,653
Accounts receivable (note 6)	19,628	12,524
Prepaid expense	9,789	1,964
	<u>443,015</u>	<u>667,327</u>
<b>Non-current asset:</b>		
Rent deposit (note 10)	<u>3,921</u>	<u>3,921</u>
	<u>\$ 446,936</u>	<u>\$ 671,248</u>

**LIABILITIES AND ACCUMULATED FUND BALANCES**

<b>Current liabilities:</b>		
Accounts payable	\$ 10,185	\$ 7,924
Unearned revenues and deposits	<u>0</u>	<u>219,360</u>
	<u>10,185</u>	<u>227,284</u>
<b>Fund balances - per Statement II</b>		
	<u>436,751</u>	<u>443,964</u>
	<u>\$ 446,936</u>	<u>\$ 671,248</u>

Approved by the Directors

 _____ Director Jordan Eng, President	DocuSigned by:  _____ Director Edmund Ma, Treasurer
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(See accompanying notes)

## Statement II

**VANCOUVER CHINATOWN BIA SOCIETY**  
**STATEMENT OF OPERATIONS AND CHANGES IN FUND BALANCES**  
**FOR THE YEAR ENDED MARCH 31, 2020**

	<u>2020</u>	<u>2019</u>
<b>Revenues:</b>		
City levy (note 3)	\$ 426,920	\$ 418,760
Festival revenues (note 4)	69,539	0
Membership fees	1,150	1,255
Investment and sundry	15,943	12,240
	<u>513,552</u>	<u>432,255</u>
<b>Expenses:</b>		
Advertising and promotion (note 5)	31,454	50,597
Area maintenance	45,839	48,274
Festival expenses	124,513	15,173
Other event expenses	6,882	11,115
Project expenses	377	0
Insurance	7,348	5,404
Meeting expenses	2,386	7,950
Office utilities, supplies and miscellaneous	22,197	22,232
Professional fees	10,802	11,732
Rent (note 9)	30,112	30,032
Security	188,759	148,368
Wages and benefits	50,096	49,993
	<u>520,765</u>	<u>400,870</u>
<b>Excess (deficiency) of revenues over expenses</b>	(7,213)	31,385
<b>Fund balances, beginning of year</b>	<u>443,964</u>	<u>412,579</u>
<b>Fund balances, end of year</b>	<u>\$ 436,751</u>	<u>\$ 443,964</u>

(See accompanying notes)

**Proposed VCBIA Budget (2021 - 2022)**

		2021-2022 Proposed Budget
<b>Revenue</b>		
City Levy	City Levy	\$435,240.00
Non-Levy	Membership Fee	\$700.00
	Interest	\$500.00
	Sponsorship / Events & others income	\$43,000.00
	Funds from Retained Earnings	\$91,000.00
<b>Revenue Total:</b>		<b>\$560,440.00</b>
<b>Governance &amp; administration</b>		
<b>Administration</b>		
	Wages / Benefits / CPP, EI..etc	\$63,500.00
	Rent	\$32,900.00
	Insurance	\$5,500.00
	Telephone / Fax	\$2,500.00
	Office equipment & expenses	\$8,780.00
	Office maintenance & supplies	\$7,500.00
<b>Legal &amp; Accounting</b>		
	Acc & Audit / Professional fees	\$8,900.00
<b>Governance</b>		
	AGM	\$2,500.00
	Networking, planning & professional development	\$1,000.00
<b>Promotions</b>		
<b>Events</b>		
	Chinatown Festival, Youth Talent Showdown and Young Stars Challenge	\$78,760.00
	Mascot project	\$59,560.00
	Other events: Parades, special events	\$9,000.00
		\$10,200.00
<b>Marketing &amp; Advertising</b>		
	Marketing, seasonal promotion	\$32,000.00
	Advertisement / Radio	\$11,450.00
	Chinatown Map	\$22,000.00
	Tourism promotion, Web & Social Media,	\$15,450.00
<b>Community Relations</b>		
	Sponsorship, advertising, public relationship	\$1,200.00
<b>Place Making</b>		
<b>Maintenance / Beautification</b>		
	Alley & Graffiti Cleaning	\$33,000.00
	Street Furniture / Lighting / Flower Baskets / Banner	\$25,000.00
<b>Planning</b>		
	Research and street use	\$1,000.00
<b>Community Safety</b>		
	Security	\$200,000.00
<b>Contingency</b>		
	Contingency	\$7,500.00
<b>SUB-TOTAL</b>		<b>\$560,440.00</b>
<b>Surplus / Deficit:</b>		<b>\$0.00</b>