

***Wa Sung
Community Service
Club
5 Year Plan***

2010 - 2015

Submitted by WS 5 Year Planning Co-Chairs - July 19, 2010

Rev. 2.0

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I. Foreword

The following members were appointed by the President as co-chairs for the new "2010-2015: 5 Year Plan" for the Wa Sung Community Service Club: Alice Chin, Karen Dea and Richard Fong. Areas that were tasked: (1) evaluate the current processes; (2) review the existing programs/ events; (3) reaffirm the scope/mission statement and (4) determine if any changes were necessary.

A 5 year planning committee composed of past presidents, officers, directors, life members, general members, and advisors to the board, was formed to generate the ideas and action plan for the determined goals,

Team leaders/implementers are assigned to each goal to rollout the action plans.

The ' 2010-2015 Five Year Plan', is to build and solidify the future of the club for another successful 50 years of community service.

II. Introduction

WHO ARE WE ?

The Wa Sung Service Club has been active as a service organization for over 58 years. Funds for community services are derived from fund raising projects including the annual Easter Pancake Breakfast, the East Bay Community Directory, and 'The Crab Feed' and direct donations. Wa Sung annually contributes monetary support to the annual Merit/Scholarship awards, Community Charity grants, and Educational grants.

Organization of the Wa Sung Service Club began with the disbanding of the Wa Sung Baseball team in 1938 and the reorganization of its members as the Wa Sung Service Club in 1953 to perform charitable and educational services in the community and to promote goodwill, understanding and friendship amongst its citizens. In 2001, to provide people an understanding of the purpose of the club name, the Wa Sung Community Service Club became the revised name.

Since its inception, Wa Sung has grown from a small group to its current membership of over 160+. Its roster includes professionals, business persons, and other diversified occupations. Membership fees are collected annually to support the administrative functions.

Every successful organization must be endowed with an essential creed, a purposeful goal in order to create mutual interest amongst its members. Our goal is service to the community.

The Club was formally incorporated as a Non-Profit Corporation under the laws of the State of California on May 31, 1960. In 1968, the Club established the Wa Sung Charity Fund which was classified by the IRS as an organization described in section 501 (c)(3) of the Internal Revenue Code. Contributions made to the trust are deductible by donors as provided in section 170 of the Code.

Legal Status : Non-Profit Corporation

Corporate Status: Articles filed with California Status Secretary of State 5/31/60 CO# 396903

Federal Tax Exempt Status: Qualified as tax-exempt by IRS and State of California

Trust Federal ID#: 94-6182703

III. Needs

Here are the areas that rated of great importance.

- Perpetuate members to chair and work on committees for annual events – Easter Pancake Breakfast, Merit Awards, Crab Feed and Santa’s Visit.
- Need to promote a ‘young adult-age’ membership while retaining and keeping current and past members active.
- Need to provide document templates for annual events to chairpersons showing the process and procedures, timelines, budget and suggestions for improvements from previous chairpersons. *This makes it easier to be involved, assure a successful event, and prevents “re-inventing the wheel”.*
- Need a to develop & implement a “financial strategy” to secure a future Wa Sung Community Center. This is to promote our mission: provide community and educational services.
- Need to carry over consistent processes to enforce club’s stability and maintain policy procedures.
- Need to find a way to preserve and retain Wa Sung History and photographs for the purpose of visibility. Instill new activities to create ongoing visibility.

IV. Goals/Objectives

This states the desired goals and objectives to address the needs/problems stated above. Also included are the key benefits of reaching these goals/objectives. For Goal 1 and a portion of Goal 5, the ‘Pilot Project’ refers to an evaluation trial period before incorporating in the Wa Sung by-laws.

- **Goal 1 – Develop a “Junior League”. Pilot Project Sept. 2010 – Dec. 2011.**
Increase membership with college bound students and general youth at the age of 18-25 years old. Transitioning as a regular member and possibly serves as an officer/board of director.
- **Goal 2 – Form a Financial Strategy to secure a Wa Sung Community Center.**
The real estate market is desirable at this time to consider a WS Community Center facility to serve our goals & mission: providing community & educational services. Additionally the center will accommodate our board & committee meetings, *showcase our history and hold various community & educational related programs/events.* Note: This fund (Goal #2) requires a starting point in building financial security.
- **Goal 3 – Compile Documentation & Event Templates for Annual Events.**
Provide a process for documented templates to hand over to the next chairpersons. Reduce re-inventing the wheel and encourages the chairpersons and committee members. A-Z Guide with sample documents, planning tools, budget, and reports.
- **Goal 4 – Instill visibility of our organization.**
Create various situations to promote the name and mission of the Wa Sung Community Service.
- **Goal 5 - Maintain policy procedures and enforce the club’s stability.**
Ensure certain roles are enforcing practices to maintain stability for the club. President 2 year term will be a Pilot Project Jan. 2011 – Dec. 2011.

V. Procedures/Scope of Work

The following provides detailed information about proposed procedures, and the scope of work. Included information covers activities such as recruiting, training, testing, and actual work required.

- See 'Timeline: 2010-2015: Wa Sung 5 Year Plan' document in the Appendix
- See 'Worksheet: 2010-2015 Wa Sung Community Service Club – 5 Year Plan' in the Appendix

VI. Timetable

Provide information on the expected timetable for the project.

	Description of Work	Start and End Dates
Phase One	<i>Determine the goals</i>	<i>March-April 2010</i>
Phase Two	<i>Discuss the goals, promote ideas to achieve goals</i>	<i>May 2010</i>
Phase Three	<i>Prioritize ideas, rollout phases, proposed timeline & implementation dates</i>	<i>June 2010</i>
Phase Four	<i>Present Plan to BOD for approval</i>	<i>July 2010</i>
Phase Five	<i>Execute the approved 5 Year Plan</i>	<i>July 2010 -July 2015</i>

VII. Budget

The costs and budget of each topic is based upon the cost of the execution of the goal. At this time the budget appears minimal and is *subject to change as determined cost is required, the data for each phase will include information on how we intend to manage the budget.

	*Annual Operating Cost	Description of Work
Goal 1	\$500.00	Develop a "Junior League" (shirts, hats, care packages, start-up projects and more)
Goal 2	\$1,500.00	Form a Financial Strategy to secure a Wa Sung Community Center (Donation brochures, legal advice, fundraising projects/programs and more)
Goal 3	\$100.00	Documentation & Templates (Generic and specific event templates)
Goal 4	\$400.00	Instill visibility of our organization (Public relations, fundraising & social events, shirts, and more)
Goal 5	n/a	Maintain policy procedures and enforce the club's stability (No cost as procedural duties are involved and more)
	Annual Operating Cost (Fund A)	Incentives
	\$450.00	2011 - 2015 Membership Fee waived (10 Team Leaders/Implementers x \$45.00)

VIII. Implementation Chart

The key personnel who will be responsible for completion of the project, as well as other committee associates (WS members and non-members) involved in the project.

GOALS	1 Junior League	2 Real Estate-Community Center	3 Documents & Templates	4 Promote Visibility	5 Procedure & Club's stability
5 YEAR COMMITTEE ADVISORS	Rich Fong	Karen Dea	Alice Chin	Karen Dea	Alice Chin Rich Fong
TEAM LEADERS-IMPLEMENTERS	Audrey Huie Arnold Mew	Jeff Quon Nancy Tsui	Cynthia Quon Genie Young	Gloria Gee Howard Lee	Roland Hui
COMMITTEE ASSOCIATES	TBD	TBD	TBD	TBD	TBD

IX. Evaluation

Progress will be evaluated throughout the 5 years and periodic bi-annual (May & November) reviews will be made by the above committee advisor personnel and as stated in each topic in the Appendix and the Foreword of this document. A '5 Year Plan' report by/update by the committee advisors will be made at the May & November Board meeting.

Annual group meeting (July) will have all implementers, committee associates and advisors get -together as a retreat to review the direction, status and further discussion.

All team leaders- implementers will schedule regular meetings for their goal group at their discretion.

X. Endorsements

The following individuals support and endorse the proposal:

- 2010 Wa Sung Board of Directors and Officers.

XI. Next Steps

Actions required of the Board of Directors, Officers of this document.

- Next Step 1 - Review the proposal and attachments.
- Next Step 2 – Motion, discuss & vote for approval or non-approval of the proposal.
- Next Step 3 – Make appropriate amendments for approval.
- Next Step 4 - Once approved, all members assist in executing the '5 year plan.'

XII. Appendix

Contents of attachments:

- Timeline and Phase Rollout for 5 Year Plan : co-chairs consisting of - Alice Chin, Karen Dea and Richard Fong .
- 2010-2015 Worksheet covering ideas & plan of action: committee consisting of -

2010 Officers & Board of Directors:

President - Roland Hui

Vice President - Howard Lee

Past President - Cynthia Lim

Secretary - Audrey Huie

Treasurer - Arnold Mew

Social Director - Tere Lee

Newsletter Editor - Karen Dea

Advisor to the Board – Richard Fong

Directors -

Alice Chin

Cynthia Quon

Jeff Quon

Nancy Tsui

Genie Young

Cimberly Eng-Tamura

Frank Chiang

Benson Yee

Annis Skousen

Daniel Mai

Clayton Yukumoto

Members:

Gloria Gee

Harry Greer

Barbara Hing

Ron Hing