



# The Commonwealth of Massachusetts Asian American Commission

## COMMISSIONERS

### Chairperson

Kajal Chattopadhyay

### Vice Chairperson

Elisa Choi

### Treasurer

Sophy Theam

### Secretary

Kenneth Fong

Kenneth An

Joel Buenaventura

Yan Jennifer Cao

Chun-Fai Chan

Chris Chanyasulkit

Nick Chau

Kay Dong

Om Ganda

Gilbert Ho

WingKay Leung

Vesna Nuon

Priti Rao

Evelyn Tang

Karen Tseng

Larry Wong

### Executive Director

Jason Chou

One Ashburton Place

12th Floor

Boston, MA 02108

T: 617-367-9333 x662

[www.aacommission.org](http://www.aacommission.org)

## Meeting Agenda

Wednesday, September 18, 2013 at 4:30pm

One Ashburton Place 21<sup>st</sup> Floor

1. Accept 08/20/2013 meeting minutes (pg. 2)
2. Executive Director Search Subcommittee updates
3. Vote to accept the form: Commissioner's Code of Conduct (pg. 3)
4. Commissioners' mandatory compliance items (pg. 4)
5. Creation of an Advisory Committee
6. Subcommittee updates (pg. 5)
  - Admin / Finance
  - Fundraising
  - PR / Legislation
  - Program - Young Leaders Symposium
  - Program - Healthcare
  - Program - Economic Development
7. Scheduling monthly meeting dates.
8. Old business  
New Business
9. Next Commission meeting: TBD



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## Meeting Agenda

Tuesday 4:30pm, August 20<sup>th</sup>, 2013

One Ashburton Place 21<sup>st</sup> Floor

Absent Commissioners are highlighted on left.

Remote Participants are indicated by an asterisk\*.

1. Accept 06/11/2013 & 07/21/2013 meeting minutes.
  - Priti Rao motioned to accept minutes, seconded by Elisa Choi. Motion carried by a unanimous vote.
2. Message from previous Chair, Grace Lee.
  - Grace's new role with her work may present a conflict of interest. She officially resigned on 8/9/2013. Kajal will be the Interim Chair.
3. Election of Executive Committee officers.
  - Kajal Chattopadhyay is elected as the new Chair
  - Elisa Choi is elected as the new Vice Chair
  - Kenneth Fong is elected as the new Secretary
  - WingKay Leung & Sophy Theam ran for Treasurer. The 6-5 ballot result was tallied at end of the day in favor of Sophy Theam as the new Treasurer.
4. ED Search Subcommittee results.
  - The search subcommittee has recommended Amy Leung as the next ED. She exhibited community knowledge. The start date will be sometime in September.
  - Salary is capped at \$35k.
  - There will be a 6 month check-in and an annual review.
  - Kay Dong motioned to accept the subcommittee's recommendation, seconded by Kajal Chattopadhyay. Motion carried by a unanimous vote.
5. Subcommittee updates.
  - Admin / Finance
    - PR / Legislation
    - Fundraising
    - Program - Young Leaders Symposium
      - Event is on 9/27 @ 9-3pm.
      - State Auditor and Japanese Consulate are scheduled to attend.
      - The budget proposal should go through the Admin subcommittee.
    - Program - Healthcare
      - The members are Karen, Om, Jennifer, & Elisa.
      - We aim to have an event in November, more information to come.
    - Program - Economic Development
      - Merrimack Valley Elderly Services provide services to many Cambodians. They're looking to conduct financial services including fraud prevention, budgeting, banking etc. Sophy suggested a letter of support.
6. Next Commission meeting: TBA

## COMMISSIONER'S CODE OF CONDUCT

I, print name understand that as a Commissioner of the Asian American Commission, I have a legal and ethical responsibility to ensure that the organization does the best work possible in pursuit of its goals. I believe in the purpose and the mission of the organization, and I will act responsibly and prudently as its steward.

As part of my responsibilities as a Commissioner:

- 1) I will respond in a timely manner to all Commission related communications.
- 2) I will communicate the organization's work and values to the community, represent the organization, and act as a spokesperson for the Commission. I will direct all press and publicity inquiries to the communication subcommittee such as PR/Legislative (or other appropriate subcommittee), whenever possible
- 3) I will stay informed of the organization's activities. I will ask questions and request further information about Commission activities, when necessary. I will participate in and take responsibility for making decisions on issues, policies and other matters.
- 4) I will attend at least 75% of all monthly meetings. I will make every effort attend committee meetings and special events. I am expected to attend the Unity Dinner.
- 5) I will contribute to fundraising activities (give or get) at a minimum level that is suggested or required by the Commission.
- 6) I will act in the best interests of the organization, and excuse myself from discussions and votes where I have a conflict of interest\* (see below).
- 7) I will not utilize my status as a Commissioner to promote my image or any other personal agenda.
- 8) I understand that this list of commitments is online and will reflect any future revisions. By signing this form I agree to abide by these commitments and all future revisions.
- 9) If I do not fulfill these commitments to the organization, I will expect the Vice/Chairperson to contact me and discuss my responsibilities with me. If requested by the Vice/Chairperson, I agree to submit a letter of resignation if I fail to perform my duties.

In turn, the organization will be responsible to me in several ways:

- 1) I will be sent, without request, quarterly financial reports and an update of organizational activities that allow me to stay apprised of developments within the organization.
- 2) Opportunities will be offered to me to discuss with the executive director and the Executive Committee the Commission's programs, goals, activities, and status; additionally, I can request such opportunities.
- 3) The organization will help me perform my duties by keeping me informed about issues affecting Asian Americans within and outside the Commonwealth, and by offering me opportunities for professional development as a Commissioner.
- 4) Commissioners and staff will respond in a straightforward fashion to questions that I feel are necessary to carry out my fiscal, legal and moral responsibilities to the organization. The Executive Committee and staff will work in good faith with me towards achievement of our goals.
- 5) If the organization does not fulfill its commitments to me, I can call on the Chairperson and executive director to discuss the organization's responsibilities to me.

Commissioner Signature \_\_\_\_\_ Chairperson's Signature \_\_\_\_\_

"I agree to act in accordance with the following:

I will not place myself in situations in which my personal or outside interests may conflict, either directly or indirectly, with my duties and responsibilities as a Commissioner. I will not engage in questionable or fraudulent activities, either with other Commissioners, or other outside parties, and will not engage in activities that will reflect unfavorably on the organization. I will refrain from accepting gifts or contributions that may lead to, or may be perceived as, creating an expectation or obligation for reciprocity. I will adhere to the highest standards of professional integrity. I will disclose any potential conflict of interest(s) to the Commission, and will update this periodically. I will also refrain from participating in discussions or decisions in which a conflict of interest may arise, and will disclose the reason for my abstention from such conversations as arising from potential conflict of interest".

On the reverse side, please disclose any actual or potential conflicts and, in addition, identify any spouse and/or family member who is/are involved with organizations with which a potential conflict of interest may arise.

## MANDATORY COMPLIANCE ITEMS FROM COMMISSIONERS

**1) Get sworn in:** bring your appointment letter along with a picture ID to the Secretary's office on One Ashburton Place, 17th Floor, it's the corner office with a large stamp at the front desk. Getting sworn in is a formality to acknowledge your responsibilities as a Commissioner. Submit to an AAC staff your signed Form 0 provided by the Secretary's office. If the form is unavailable, simply email a statement stating that this has been completed.

**2) Open Meeting Law (OML):** submit a certificate of receipt [\[LINK\]](#).

**3) Two forms on Conflict of Interest (COI):** a) go through the online training program [\[LINK\]](#), be sure to follow the instructions closely and submit your certificate 2) submit a certificate of receipt of the manual [\[LINK\]](#).

**4) Personal Information:** a) submit an updated resume, b) two versions of biography, long (any length) & short (200 words limit), c) headshot photo, & d) preferred email and phone contacts.

**Submit all documents to an AAC staff to be filed.**

First	Last	Sworn-in	Resume	Biography	OML	COI form	COI online
Kenneth	An	√	√	√	√	√	√
Joel	Buenaventura		√	√	√	√	
Yan Jennifer	Cao	√	√	√	√	√	
ChunFai	Chan	√	√	√		√	
Chris	Chanyasulkit	√	√	√	√		√
Kajal	Chattopadhyay	√	√	√			
Nick	Chau	√	√	√	√		
Elisa	Choi		√	√	√	√	
Kay	Dong	√	√	√	√	√	
Ken	Fong	√	√		√	√	√
Om	Ganda	√	√	√	√		√
Gilbert	Ho	√	√	√	√	√	√
WingKay	Leung	√		√	√	√	√
Vesna	Nuon	√	√	√			
Priti	Rao	√	√	√	√	√	
Evelyn	Tang	√	√	√			
Sophy	Theam		√	√	√	√	√
Karen	Tseng	√		√	√	√	
Larry	Wong						

#	Commissioner	# sub/committees
1	Kenneth An	1
2	Joel Buenaventura	1
3	Yan Jennifer Cao	2
4	ChunFai Chan	2
5	Chris Chanysukit	2
6	Kajal Chattopadhyay	3
7	Nick Chau	1
8	Elisa Choi	3
9	Kay Dong	3
10	Ken Fong	3
11	Om Ganda	1
12	Gilbert Ho	3
13	WingKay Leung	1
14	Vesna Nuon	2
15	Priti Rao	2
16	Evelyn Tang	1
17	Sophy Theam	3
18	Karen Tseng	1
19	Larry Wong	2

Executive Committee	Admin/Finance	PR / Legislation	Fundraising	Program - YLS	Program - Healthcare	Program - Econ. Dev.
Kajal Chattopadhyay	Kajal Chattopadhyay	Chris Chanysukit	Yan Jennifer Cao	Kenneth An	Kajal Chattopadhyay	Sophy Theam
Elisa Choi	Priti Rao	Evelyn Tang	ChunFai Chan	Chris Chanysukit	Karen Tseng	WingKay Leung
Sophy Theam	Sophy Theam	Joel Buenaventura	Kay Dong	ChunFai Chan	Om Ganda	Kay Dong
Ken Fong	Gilbert Ho	Ken Fong	Gilbert Ho	Kay Dong	Yan Jennifer Cao	Gilbert Ho
	Ken Fong	Vesna Nuon	Larry Wong	Larry Wong	Elisa Choi	
			Nick Chau	Priti Rao		
			Elisa Choi	Vesna Nuon		

The executive committee assumes general managerial responsibilities over the Commission. They support and maintain

-makes recommendations concerning the finance and budget, personnel issues, memberships, maintain protocols & bylaws. review annual

-monitors legislative & community activities and makes recommendations, prepares public messages. and ensures a

-mobilizes the efforts in forming the annual dinner. Duties include: identifying keynote/honorees, co-chairs, sponsors, venue.

-establishes a regular program that cultivates the next generation of leaders. Identifies possible funding sources so this can be a flagship

-helps set the theme for 2013. Monitors the activities of public and private healthcare sectors. Finds venues where the Commission

-supports and promotes various opportunities that strengthens the local and state economy of Massachusetts. First tentative project is a