



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

Stephanie Fung

One Ashburton Place

12th Floor

Boston, MA 02108

T: 617-367-9333 x662

www.aacommission.org

Meeting Agenda

Wednesday, January 8, 2013 at 4:30pm
One Ashburton Place, 6th Floor, Room 601

1. Accept 12/11/2013 meeting minutes (pg. 2)
2. Welcoming the Executive Director
3. Commissioners' mandatory compliance items (pg. 3)
4. Subcommittee updates (pg. 4)
 - Admin / Finance / Gaming
 - Fundraising / Unity Dinner
 - PR / Legislation
 - Program - Young Leaders Symposium
 - Program - Healthcare
 - Program - Economic Development
 - Program - Resource Fair
 - Malden Highschool, 77 Salem Street, Malden on 1/25/2014
 - North Quincy Highschool, 316 Hancock St., Quincy on 2/16/2014
5. Planning the next Unity Dinner.
6. Swearing-in Ceremony date TBD
7. Old business
New Business
8. Next Commission meeting: Every second Wednesday, 02/12/2014



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Executive Director

Jason Chou

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Meeting Minutes

Wednesday, December 11, 2013 at 4:30pm

One Ashburton Place 21st Floor

Absent Commissioners are highlighted on left.

Remote Participants are indicated by an asterisk*.

1. Accept 11/06/2013 meeting minutes (pg. 2)
 - Om motioned to accept minutes, seconded by Nick. Motion carried by a unanimous vote.
2. Commissioners' mandatory compliance items (pg. 3)
 - Commissioners will continue to fulfill their duties to satisfy the list.
3. Healthcare Forum 11/23 debrief
 - What kind of followups are we planning on doing?
 - The event is cost effective and we can take it on the road just like the Resource Fair. It may be helpful to piggyback on an existing audience.
 - What is the frequency of this forum? Elisa: twice a year most likely.
 - Big learning lessons are to 1) have a supporter at the location to help with logistics (in Lowell that person would be Sidney Liang), 2) have interpreters for non-English speakers, and 3) possibly focus on one single health issue.
 - We may need to think about marketing this forum more appropriately.
4. Subcommittee updates (pg. 4)
 - Ken An requested an "outreach" and/or "program development" subcommittees to further assist existing subcommittees.

Admin / Finance / Gaming

 - Kajal requested Gilbert to write a blurb on the Advisory Committee and a draft letter to the Gaming Commission.

Fundraising / Unity Dinner

PR / Legislation

 - A press release will be sent for every re/appointment.
 - Chris is a new member of this subcommittee.

Program - Young Leaders Symposium

Program - Healthcare

Program - Economic Development

 - Sophy will provide later on the financial literacy program.
5. Debrief on meeting with Treasurer.
 - Kajal, Elisa, and Jason gave an update of our year's work.
6. Planning the next Unity Dinner.
 - Priti is moving to NYC end of January. She plans to assist remotely and hopes someone can step up on this subcommittee.
 - Kajal requested Priti to come up with a dinner agenda/structure.
7. Sponsorship of event 12/10/2013, WhiteHouse AAPI @ QARI
 - AAC was the sole sponsor at \$300 to cover food cost. About 35-40 youths attended with six agency presenters. This was hosted by Ken An.
8. Swearing-in Ceremony date TBD.
 - The event will be determined by Treasurer's availability in Jan or Feb.
9. Meeting the new Executive Director.
10. Next Commission meeting: Every second starting Wednesday, 01/08/2014

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 [<http://www.aacommission.org/images/aac/OML.pdf>].

3) Two forms on Conflict of Interest (COI): 1) go through the online training program [<http://www.mass.gov/ethics/new-online-programs-available-december2012.html>], be sure to follow the instructions closely and submit your certificate 2) submit a certificate of receipt of the manual [<http://www.aacommission.org/images/aac/COI.pdf>].

4) Code of Conduct: Voted by the Commission on 9/18/2013 [http://www.aacommission.org/images/aac/AAC_code.pdf]

5) 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	OML	COI online	COI form	Code of Conduct	Resume	Biography	Photo
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	Executive Committee	Admin/Finance	PR / Legislation	Unity Dinner / Fundraisir Program - YLS	Program - Healthcare	Program - Econ. Dev.
1	Kenneth An	2	Kajal Chatopadhyay	Gilbert Ho	Evelyn Tang	Priti Rao	Elisa Choi	WingKay Leung
2	Joel Buenaventura	1	Elisa Choi	Kajal Chatopadhyay	Joel Buenaventura	Yan Jennifer Cao	Om Ganda	Sophy Theam
3	Yan Jennifer Cao	2	Sophy Theam	Priti Rao	Kenneth An	ChunFai Chan	Karen Tseng	Kay Dong
4	ChunFai Chan	2	Ken Fong	Sophy Theam	Ken Fong	Kay Dong	Yan Jennifer Cao	Gilbert Ho
5	Chris Chanysasukit	2	Ken Fong	Ken Fong	Wingkay Leung	Gilbert Ho	Kajal Chatopadhyay	
6	Kajal Chatopadhyay	3			Chris Chanysasukit	Larry Wong	Nick Chau	
7	Nick Chau	2				Larry Wong		
8	Elisa Choi	3				Nick Chau		
9	Kay Dong	3				Elisa Choi		
10	Ken Fong	3						
11	Om Ganda	1						
12	Gilbert Ho	3						
13	WingKay Leung	2						
14	Vesna Nuon	1						
15	Priti Rao	3						
16	Evelyn Tang	1						
17	Sophy Theam	3						
18	Karen Tseng	1						
19	Larry Wong	2						
20								
21								

Executive Committee
Kajal Chatopadhyay
Elisa Choi
Sophy Theam
Ken Fong

Admin/Finance
Gilbert Ho
Kajal Chatopadhyay
Priti Rao
Sophy Theam
Ken Fong

PR / Legislation
Evelyn Tang
Joel Buenaventura
Kenneth An
Ken Fong
Wingkay Leung
Chris Chanysasukit

Unity Dinner / Fundraisir Program - YLS
Priti Rao
Yan Jennifer Cao
ChunFai Chan
Kay Dong
Gilbert Ho
Larry Wong
Nick Chau
Elisa Choi

Program - Healthcare
Elisa Choi
Om Ganda
Karen Tseng
Yan Jennifer Cao
Kajal Chatopadhyay
Nick Chau

Program - Econ. Dev.
Sophy Theam
WingKay Leung
Kay Dong
Gilbert Ho

The executive committee assumes general managerial responsibilities over the Commission. They support and maintain focus for all the subcommittees.

-makes recommendations concerning the finance and budget, personnel issues, memberships, maintain protocols & bylaws, review annual report, and set periodic evaluations. Oversees the Advisory committee and gaming issues.

-monitors legislative, community, & gaming activities and makes recommendations, prepares public reports, and ensures a consistent and positive image.

-mobilizes the efforts in forming the annual dinner. Duties include: identifying keynote/honorees, co-chairs, sponsors, venue, and pooling resources from all Commissioners.

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

-helps set the theme for 2013. Monitors the activities of public and private healthcare sectors. Finds venues where the Commission may be a partner in the health discussions.

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