



# The Commonwealth of Massachusetts Asian American Commission

## COMMISSIONERS

### Chairperson

Kajal Chattopadhyay

### Vice Chairperson

Elisa Choi

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Joel Buenaventura  
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WingKay Leung  
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Evelyn Tang  
Karen Tseng  
Larry Wong

One Ashburton Place  
12th Floor  
Boston, MA 02108  
[www.aacommission.org](http://www.aacommission.org)

## Meeting Agenda

Wednesday, May 13, 2015 at 4:30pm  
JFK, 15 New Sudbury Street, Room 475

(The times indicated for each item are guidelines.)

1. Accept previous minutes (5 minutes)
2. Invited Guest: Ms. Ann Wang (5 minutes)
3. Executive Director - Monthly Report (10 minutes)
4. New Commissioners (Kajal and Elisa) (5 minutes)
5. FY 2016 Appropriation/Budget (Kajal and Elisa) (5 minutes)
6. Unity Dinner Update (Tony) (5 minutes)
7. Subcommittee updates  
Program - Young Leaders Symposium – (Chris/Chun-Fai) (5 minutes)  
Program - Healthcare Subcommittee – (Elisa) (5 minutes)  
Program - Economic Development – (Gilbert) (5 minutes)  
Program - Resource Fair - (Bora) (5 minutes)
8. **Old business**  
-Contribution Procedures for AAC to others (All) (10 minutes)  
-White House AAPI Grant Writing workshop – June 12, 2015 – (Ken) (5 minutes)  
-Internship Program update  
  
**New Business**  
-Review of COI and Disclosure Forms (Elisa/Bora) (5 minutes)  
-Discussion on WHIAAPI, White House Summit, May 12, 2015  
-Swearing-in Ceremony in June, Date: TBD (Bora) (5 minutes)
9. Next Commission meeting: Every second Wednesday, next meeting June, TBD
10. Other Community updates & Meeting adjourned (All) (10 minutes)



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## Meeting Minutes

Wednesday, April 8, 2015 at 4:30pm  
JFK, 15 New Sudbury Street, Room 475

Absent Commissioners are highlighted on left.  
Remote Participants are indicated by an asterisk\*.  
Quorum was reached by attendance.

1. Accepted 3/11/2015 meeting minutes
    - Corrections are to be made. Kay motioned to accept minutes, seconded by Ken. Motion carried by a unanimous vote.
  2. Application process closed.
    - We received nine (9) applications of qualified candidates
    - We will follow-up with the appointing authorities
    - We need to fill from the following authorities: Senate President (2), House Speaker (2), and Governor (1)
    - Tony suggested to reach out to those that will not be appointed to the Commission to be added to Advisory Committee
    - We will send a standard "thank you" letter to all the candidates for their interests in the Commission and for applying.
    - Tony requested resumes and application for all new Commissioners applicant
  3. We had a discussion on new language for the by-laws
    - Reviewed how that effect the current six years
    - Voted to accept the new language, all in favor
  4. Tony gave an update on Unity Dinner (UD) status
    - Tony proposed a deadline for dinner theme, and asked Commissioners to send him theme's idea
    - Tony requested making UD volunteers/interns official, having the capacity to assist with the subcommittee
    - We discussed the implications of making Unity Dinner interns official
    - We will research further what are our responsibilities, liabilities, implications of having an official AAC intern as a state agency
  5. Subcommittee updates  
Young Leaders Symposium"
    - ChunFai confirmed YLS – September 24<sup>th</sup> at UMB, Ryan Lounge 3pm to 8pm with breakout sessions, and continue speed mentoring
    - ChunFai spoke with Chicken and Rice Guys, Ian So, as possible sponsor and speaker
- Healthcare Subcommittee:
- Elisa reported that we have made connection with Lowell and Lexington, and will be focusing on various health and mental health disparities
  - Discussion of collaboration and partnership are under way with these communities
- Economic/Financial Literacy:
- Gilbert reported that we are working with East West Bank to have two



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workshops

- Hoping to work with Vietnamese community in Dorchester

**OLD business:** Discussion of Ms. Pearl J. Park's requests for sponsorship:

- Discussion of, what is the gain? And what do we get out of the sponsorship
- At this point we do not have policy in place to grant the request
- Elisa will share the Commission's decision with Ms. Park
- Tony offered to reach out to Ms. Pearl and connect her with Vietnamese community to help with her request.

We moved Contribution Procedures to next meeting

### New Business

-WHA-API - White House Summit, May, 12, 2015: A couple of Commissioners will be representing AAC at the Summit.

-WHA-API - Federal Emphasis on Asian American, May 27<sup>th</sup>

- Nam Pham, Massachusetts Assistant Secretary of Business Development will be the keynote speaker.
- Panel Discussion with Kajal, Elisa and Bora.
- Commissioners and community members are invited
- Location will be JFK Building Room 900B, 11:45 am to 1:00pm

-White House AAPI Grant Writing Workshop – June 12, 2015:

- Ken passed out the flyer for event.
- Commissioners are encouraged to invite two people from community by end of April, then we will open to general public
- Content will target individuals in organization or groups who engage in direct management of, writing of, or relationship building to secure federal grants

-Elisa disclosed that she is receiving a Policy Award from the Asian for Women Health

- Appropriate COI guidelines were followed, in receiving the award
- We are reminded the importance of all Commissioners paying attention to potential COI in any circumstances where their role as Commissioners are involved
- This includes the need to file appropriate disclosure forms with their appointing officers in a timely fashion.

6. Next Commission meeting: Wednesday, May 13, 2015, will still be at JFK Building Room 475

7. Meeting adjourned

## 6. Reappointment of Commissioners and Term Limits

No Commissioner shall serve more than two consecutive three-year terms, except if any Commissioner is appointed with less than one year remaining in their initial term then such Commissioner may serve the remainder of their initial term followed by up to two consecutive three-year terms. Commissioners shall apply for reappointment via the application process detailed in Article V of the By-Laws. Commissioners who leave the Commission for any reason may be eligible for reappointment to the Commission after two years.

NOTE: all changes to the original are underlined.



# The Commonwealth of Massachusetts Asian American Commission

## **Open Meeting Law 940 CMR 29.10: Remote Participation**

(5) Permissible Reasons for Remote Participation. If remote participation has been adopted in accordance with 940 CMR 29.10(2), a member of a public body shall be permitted to participate remotely in a meeting, in accordance with the procedures described in 940 CMR 29.10(7), if the chair or, in the chair's absence, the person chairing the meeting, determines that one or more of the following factors makes the member's physical attendance unreasonably difficult:

- (a) Personal illness;
- (b) Personal disability;
- (c) Emergency;
- (d) Military service; or
- (e) Geographic distance.

You must notify the meeting coordinator with your factor(s) before participating remotely. Below is the dial-in number.

[1 \(716\) 274-3400](tel:17162743400)

access code 170864

**DISCLOSURE BY NON-ELECTED PUBLIC EMPLOYEE  
OF INCIDENTAL HOSPITALITY AT AN EVENT  
SERVING A LEGITIMATE PUBLIC PURPOSE  
AS REQUIRED BY 930 CMR 5.08(3)(b).**

<b>PUBLIC EMPLOYEE INFORMATION</b>	
Name of <b>non-elected</b> public employee:	
Title/ Position	
Agency/ Department	
Agency address:	
Office phone:	
Office e-mail:	
<b>Write an X to confirm each statement.</b>	<p>I am filing this disclosure because:</p> <p><input type="checkbox"/> My attendance at an event will serve a legitimate public purpose, i.e., it will promote the interests of the Commonwealth, a county or a municipality; and</p> <p><input type="checkbox"/> A non-public entity (but not a lobbyist) has offered to pay or waive expenses worth more than \$50 related to the event.</p>
<b>EVENT ATTENDED</b>	
Describe the event that you will attend.	
Describe your participation in the event.	
Date, time and location of event.	
Please explain how the activity will promote the interests of the Commonwealth, a county or a municipality.	
<b>EXPENSES RELATED TO INCIDENTAL HOSPITALITY</b>	
Identify the person or organization that offered to reimburse, pay or waive expenses.	

Address of person or organization.	
<b>Provide information in as much detail as possible:</b>	<b><i>Itemization and explanation of amounts offered:</i></b>
Transportation within the Commonwealth:	<i>Air, train, bus, and taxi fare and rental car hire, etc.</i>
Meals:	<i>Breakfast, lunch, dinner, special events.</i>
Admission:	<i>Admission, tickets, etc.</i>
Other (please list):	<i>Refreshment, entertainment, materials, etc.</i>
Total:	
Employee signature:	
Date:	

**SEE NEXT PAGE FOR DETERMINATION BY APPOINTING AUTHORITY**

## DETERMINATION BY APPOINTING AUTHORITY

APPOINTING AUTHORITY INFORMATION	
Name of Appointing Authority:	
Title/ Position:	
Agency/ Department	
Agency Address:	
Office Phone:	
Office E-mail:	
Employee who filed the disclosure:	
DETERMINATION	
<p><b>To give approval, check off <u>both statements.</u></b></p>	<p>Upon consideration of the facts disclosed by the employee above, I find that:</p> <p><input type="checkbox"/> The employee's attendance at the event will serve a legitimate public purpose i.e., it will promote the interests of the Commonwealth, a county or a municipality; AND</p> <p><input type="checkbox"/> Such public purpose outweighs any special non-work related benefit to the employee or the person paying or waiving expenses related to the event.</p>
Reason that the employee's travel or attendance will serve a legitimate public purpose:	
Appointing Authority signature:	
Date:	

**Attach additional pages if necessary.**

**The appointing authority should maintain the disclosure as a public record and give a copy of any signed determination to the employee.**