



The Commonwealth of Massachusetts Asian American Commission

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Kajal Chattopadhyay

Vice Chairperson

Elisa Choi

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Sophy Theam

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Chris Chanyasulkit
Tony Dang
Kay Dong
Gilbert Ho
Mabel Lam
WingKay Leung
Lydia Schroter
Evelyn Tang
Karen Tseng
Larry Wong

One Ashburton Place
12th Floor
Boston, MA 02108
www.aacommission.org

Meeting Agenda

Wednesday, June 3, 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 – tentative (5 minutes)
3. Invited Guest: Ms. Nancy Lo – confirmed (5 minutes)
4. Executive Director - Monthly Report (5 minutes)
5. New Commissioners Introduction: (Kajal and Elisa) (5 minutes)
Ms. Lianna Kushi, New commissioner
Ms. Sophy Theam, 2nd appointment/2nd term
Ms. Jennifer Cao, Re-appointment
6. FY 2016 Appropriation/Budget (Kajal and Elisa) (5 minutes)
7. Unity Dinner Update (Tony) (5 minutes)
8. 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)
9. **Old business**
-Contribution Procedures for AAC to others (All) (5 minutes)
-White House AAPI Grant Writing workshop – June 12, 2015 – (Bora) (5 minutes)
- 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)
-Review Commissioner's Code of Conduct (Kajal, Elisa) (5 minutes)
-Discussion of Annual Retreat
10. Next Commission meeting: Every second Wednesday, next meeting July, TBD
11. Other Community updates & Meeting adjourned (All)



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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)



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).**

PUBLIC EMPLOYEE INFORMATION	
Name of non-elected public employee:	
Title/ Position	
Agency/ Department	
Agency address:	
Office phone:	
Office e-mail:	
Write an X to confirm each statement.	<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>
EVENT ATTENDED	
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.	
EXPENSES RELATED TO INCIDENTAL HOSPITALITY	
Identify the person or organization that offered to reimburse, pay or waive expenses.	

Address of person or organization.	
Provide information in as much detail as possible:	<i>Itemization and explanation of amounts offered:</i>
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	
To give approval, check off both statements.	<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.