



The Commonwealth of Massachusetts Asian American Commission

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Mabel Lam

John Naranja

Lydia Schroter

Evelyn Tang

Karen Tseng

Larry Wong

Bora Chiemruom

Executive Director

One Ashburton Place

12th Floor

Boston, MA 02108

www.aacommission.org

Meeting Agenda

Wednesday, February 10, 2016 at 4:30pm

McCormack Building, One Ashburton Place, 12th floor, Boston MA, 02108

(The times indicated for each item are guidelines.)

1. Accept previous minutes
2. Introduction of new commissioners: Vira Douangmany-Cage and John Naranja
3. Executive Director (ED) - Monthly Report (Bora, 5 minutes)
4. ED will share Cutting Through the Clutter Resources & Handouts
5. Additional discussion bylaws amendments & revisions: increasing the cap of the amount the Executive Committee (EC) would be empowered to approve (to \$500)
6. Approval of proposed bylaws amendments (Elisa)
7. FY 2017 Budget update (current status)
8. ED to full time status of a 37.5 hour work week (EC)
9. "Lending" AAC logo to other organizations for the purpose of partnership and collaboration (EC)
10. Sponsorship Inquiries to AAC (EC)
11. Subcommittee Updates
 - Unity Dinner updates and planning (Sophy)
 - Program - Healthcare Subcommittee (Elisa)
 - Program - Young Leaders Symposium (Chris)
 - Program - Economic Development (Gilbert)
 - Admin/Finance -Wingkay
 - PR/Legislation - Evelyn
12. Old business
 - Commissioner mandatory compliance checklist: Code of Conduct, COI, OML and personal information (Bora)
 - Finalize subcommittees roster
13. New Business
 - Saffron Circle and Membership (Bora and EC)
 - Problem Gambling comments and meeting (Elisa and Wingkay)
 - Swearing-in Ceremony
14. Next Commission meeting: Every second Wednesday, next meeting, March 9, 2016
Location: **McCormack Building, One Ashburton Place, 12th floor**
15. Other Community updates & Meeting adjourned



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Meeting Minutes

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

Absent Commissioners are highlighted and remote participants are indicated by an asterisk*. Quorum was reached by attendance.

- Accepted 12/09/2015 meeting minutes
- Corrections are to be made. Nick motioned to accept minutes, seconded by Ken. Motion carried by a unanimous vote.

Executive Director (ED) gave her monthly report:

- 1) Focused on securing location for Unity Dinner
- 2) Worked with HealthCare Subcommittee to figure out activities and events for the upcoming year. We have been meeting bi-weekly.
- 3) Updated AAC website and added Commissioners' bios
- 4) Met with Treasurer's office on numerous occasions. We are required to take Conflict of Interest(COI) on-line training very two years, and submit by email an acknowledgment of Summary of the Conflict of Interest Law for State Employee.
- 5) During the month of December and January, met with Auditor's office and Treasurer's office, in addition to external meetings with LCHC, Enterprise Bank, Coalition for a Better Acre (CBA), attended Saffron Circle grantee celebration, and on the planning committee for Asian Mental Health Forum.

New Commissioners: Vira Douangmany-Cage appointed by the Senate President and Dr. John Naranja appointed by the State Auditor.

Reappointments: Nick Chau (Attorney General), Elisa Choi (State Treasurer), and Wingkay Leung (Secretary of State).

Review of Code of Conduct, OML and Conflict of Interests (COI):

- Need to complete the COI online training, and send back your certificate of completion by February 10, 2016 (next meeting).
- Need to submit by email acknowledgment of Summary of the Conflict of Interest Law for State Employee by February 10th
- Elisa gave an example of a COI relating to a request to use her name in a proposal. This would have been a direct violation because she was recently honored with an award by the fiscal agent of the planning committee.
- Need to send back the "certificate of receipt of OML materials" by February 10th
- Need to sign the Commissioner's Code of Conduct, and send it back by February 10th
 - The Executive Committee will begin to enforce this attendance expectation.
 - The Executive Committee proposed that there should be a minimum IN PERSON meeting attendance requirement of 3 meetings per year, per Commissioner.
 - Exceptions to this IN PERSON meeting attendance requirement should be addressed to the Chairperson/Vice Chairperson.

Motion to ratify to confirm Sophy Team as Chairperson of Unity Dinner was approved
Unity Dinner: Possible dates and venues: Friday May 13, 2016 OR Friday June 10, 2016, WGBH. Friday June 3, 2016, at Boston University

- Elisa asked commissioners to submit top five organizations that are having events in May to determine if it would be favorable to have UD in May
- Wingkay suggested a joint venture, combined Unity Dinner for WGBH and AAC, to offset cost; Elisa will add it to the proposal to WGBH



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- Each Commissioner will be expected to participate in 2016 Unity Dinner planning, joining/assisting at least one "working group"
- Commissioners can choose to join the Unity Dinner subcommittee formally, as an option, though this is not required

Subcommittees update:

Discussion of structures and subcommittee goals/charters:

- Bora will circulate the most current Committee roster by Friday 1/15/2016, and each Commissioner will sign up for no less than 2 committees, or confirm their plans to stay on the committees for which they are currently listed as a member.
- Chris recommended new commissioner be paired with a mentor, "Commissioner buddy system". Chris agrees to be on "welcome wagon".

Program – HealthCare Subcommittee:

- Saturday, April 30th - Asian Traditional Medicine at South Cove Community Health Center in Quincey, led by Jennifer Cao, with Representative Donald Wong and Representative Rady Mom as possible presenters.
- Film Screening/ Community Listening possibly at Southeast Asian Resource Center with Anh Sawyer in Worcester to engage with Hmong community on Saturday, June 18th (to be confirmed)
- Supporting the Asian Mental Health Forum on May 20th, Location: TBD
- Event in Lowell in November 2016

Young Leaders Symposium (YLS): Chris is asking for a chairperson to take the lead on YLS and lock down a location

Program - Economic Development: need to look at possible new partnerships

Program - Resource Fair: EC will decide on QARI and report back

Old Business:

Asian American Civil Rights Conference:

- Ken presented a Memorandum of Understanding (MOU) for a partnership opportunity between AAC and EEOC to plan an Asian American Civil Rights Conference for next five years (2016-2020).
- Gilbert motioned to approved Asian American Civil Rights Conference MOU, seconded by Nick, Ken abstained, and motion carried!

New Business:

Bylaws amendments and revision submitted by Elisa Choi. The bylaws amendments will require a vote at the next full Commission meeting.

Article VIII – Officers, #2 – (To REPLACE the first sentence of this article item.) Officers shall be elected annually, at the first meeting of the calendar year.

Article X – Executive Board, #1 – (To REPLACE this entire article item.) The Executive Board shall consist of the elected officers of the Executive Committee and the Executive Director.

Article X – Executive Board, #4 – (To REPLACE the third sentence of this article item.) All such expenditures, if not exceeding \$300, can be approved solely by the Executive Board; otherwise, expenditures exceeding \$300 shall be subject to the approval of the Commissioners at the next meeting of the Commission.



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Article XI – Committees, #2A – (To REPLACE the listing of the committees): The committees can include but not be limited to the following: a) Administration/Finance, b) Economic Development, c) Fundraising/Unity Dinner, d) Health and Human Services, e) Leadership Development/Young Leaders Symposium, f) Public Relations/Legislation

Article XIII – Voting Privileges – DELETE the sentence “There shall be no proxy voting.”

Article XV – Amendments to the bylaws – REPLACE the sentence currently noted under this article, with the following: “These bylaws may be amended at any regular Commission meeting by a majority vote of the members of the Commission, provided that the proposed amendment has been submitted at the previous meeting.

2016 Commission meetings will occur on the 2nd Wednesday of each month, at 4:30pm, **NEW LOCATION**, 12th floor Conference Room at One Ashburton Place
Meeting adjourned