



The Commonwealth of Massachusetts Asian American Commission

COMMISSIONERS

Kenneth An
Joel Buenaventura
Yan Jennifer Cao
Chun-Fai Chan
Chris Chanyasulkit
Kajal Chattopadhyay
Elisa Choi
Kay Dong
Kenneth Fong
Om Ganda
Gilbert Ho
Grace Lee
WingKay Leung
Vesna Nuon
Priti Rao
Evelyn Tang
Sophy Theam
Karen Tseng
Geoffrey G. Why
Larry Wong

Executive Director
Jason Chou

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Meeting Agenda

Thursday, January 24th, 2013
State House Room 227

1. Review of 12/4/2012 minutes.
2. Election of 2013 officers
Speech by candidates
Vote by ballot
3. Identify a regular schedule for the monthly meeting.
Identify a tentative Commission retreat date.
4. Review the 2013 draft calendar of events.
5. 2013 Unity Dinner update.
6. Subcommittee updates.
Admin / Finance
PR / Legislation
Program - Unity Dinner
Program - Young Leaders Symposium
Program - Healthcare
Program - Economic Development
7. Old business
New Business
8. Next Commission meeting: TBD



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COMMISSIONERS

Chair

Paul W. Lee

Vice Chair

Geoffrey G. Why

Treasurer

Karen Tseng

Secretary

Kenneth An

Joel Buenaventura

Yan Jennifer Cao

Chun-Fai Chan

Chris Chanyasulkit*

Kajal Chattopadhyay*

Kay Dong

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Meeting Minutes

Tuesday, December 4th, 2012

One Ashburton Place, 21st Floor

Absent Commissioners are highlighted on left.

Remote Participants are indicated by an asterisk*.

1. Review of 11/8 minutes.
 - Priti Rao motioned to accept minutes, seconded by Kay Dong. Motion carried by an unanimous vote.
2. Vote to accept the Trust agreement to finalize the 501(c)3 application.
 - The name of the trust is the Massachusetts Asian American Commission. It is a separate entity that governs the nonprofit status. Four Trustees are needed and will automatically be the four members of the Executive Committee.
 - Grace Lee motioned to accept the Trust, seconded by Geoffrey Why. Motion carried by an unanimous vote.
3. Provide updates on meetings with the appointing authorities.
 - We met with the Attorney General, Auditor, and Treasurer. Once a meeting is set up with an office, their respective appointees will also be notified.
4. Review the conflict of interest form.
 - Every Commissioner needs to complete an online course. Current public employees should submit to Jason a printed confirmation if they have already done it. Jason will get everyone to comply after the January meeting.
5. Review the election procedures for the post swearing-in meeting in January.
6. Review the 2013 draft calendar of events.
 - Most of the dates are tentative. Use the calendar to coordinate the best possible time for Unity Dinner.
7. Review the annual report.
8. 2013 Unity Dinner
 - We set a regular call time, anyone can join in. Evelyn and Priti will lead the discussion.
9. Subcommittee updates.
 - Jason will resend the ED evaluation form. Please submit it to Geoffrey ASAP.
10. Paul Lee & Geoffrey Why's last Commission meeting. They are the longest-serving Commissioners (6 years or two full terms). It has been an honor working with you!
11. Old business
New Business

Election Procedure

1. Officers shall be elected annually, at the first meeting of the fiscal year. Should extenuating circumstances occur, the Commission may move the elections of officers to another day as a "Special Election."
2. The elected officers shall serve for a term of one year. The elected officers shall not serve more than two successive terms in any particular office. However, under extenuating circumstances, the Chairperson may serve a third consecutive one-year term.
3. The officers shall be elected by written ballot or method chosen by the Commissioners. If there is only one nominee for each, the ballot may be dispensed with and a voice vote may be taken.
4. All candidates shall provide a speech (under 3 minutes) to demonstrate their interest to serve. The election shall begin after all candidates are heard from. The order of speech by candidates is: Chairperson, Vice-Chairperson, Treasurer, and Secretary.
5. Candidates with the majority of the votes take the respective officer position. In the event of a tie, the position is given to the candidate with the longest service on the Commission.

Officer Descriptions

1. Chairperson: is responsible for working with the Executive Director in coordinating the overall operations of the Commission, working with fellow executive officers and other leaders and advisors to define and implement strategy, serves as the primary liaison between the Commission and the public, and clarifies the actions and decisions of the Commission. The Chairperson will also work closely with the Vice-Chairperson to organize recruitment efforts.
2. Vice-Chairperson: is responsible for working with the Executive Director in organizing and fundraising efforts, and works with the Chairperson in coordinating with all committees to ensure that day-to-day organizations run smoothly. The Vice-Chairperson will also work closely with the Chairperson to organize recruitment efforts.
3. Treasurer: is responsible for working with the Executive Director in keeping track of bank accounts and all receipts, develop an annual budget, and makes sure proper financial records are available upon request.
4. Secretary: is responsible for working with the Executive Director in keeping Commissioners informed about the operations of the Commission, record minutes at meetings, organize key organizational documents, keep track of membership, and keep track of meeting attendance.

Asian American Commission

2013 Tentative Activities Schedule

Other events to be inserted

Unity Dinner

Healthcare Forum

Young Leaders Symposium

January	1/20	Swearing-in Ceremony
February	2/21	Resource Fair @ Quincy (Lunar)
March		
April		
May	5/11	Resource Fair @ Marlboro (Hindu Heritage)
June	6/24	Resource Fair @ Chinatown (Street Fair)
July		
August	8/18	Resource Fair @ Lowell (Water Festival)
September		Write Annual Report Commission Retreat
October		Meetings with the Appointing Authorities
November	11/18	Resource Fair @ Worcester (Diwali)
December		501c3/Financial Audit

#	Commissioner	# sub/committees
1	Kenneth An	2
2	Joel Buenaventura	1
3	Yan Jennifer Cao	2
4	ChunFai Chan	2
5	Chris Chanyasukit	2
6	Kajal Chattopadhyay	2
7	Elisa Choi	0
8	Kay Dong	2
9	Ken Fong	1
10	Om Ganda	1
11	Gilbert Ho	1
12	Grace Lee	2
13	WingKey Leung	0
14	Vesna Nuon	3
15	Priti Rao	2
16	Evelyn Tang	1
17	Sophy Theam	2
18	Karen Tseng	2
19	Larry Wong	2

Executive Committee	Admin/Finance	PR / Legislation	Program - Unity Dinner	Program - Young Leader	Program - Healthcare	Program - Econ. Dev.
Karen Tseng Kenneth An	Kajal Chattopadhyay Priti Rao Sophy Theam	Chris Chanyasukit Evelyn Tang Grace Lee Joel Buenaventura Ken Fong Vesna Nuon	Yan Jennifer Cao ChunFai Chan Kay Dong Gilbert Ho Larry Wong	Kenneth An Chris Chanyasukit ChunFai Chan Kay Dong Larry Wong Priti Rao Vesna Nuon	Kajal Chattopadhyay Karen Tseng Om Ganda Paul D. Shaw Yan Jennifer Cao	Grace Lee Sophy Theam Vesna Nuon
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.	-monitors legislative & community activities and makes recommendations, prepares public messages, 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.

1/24 Swearing-In Language

The Treasurer will say one paragraph and the Commissioners will repeat after him. This will be done three times for all three paragraphs.

Commissioners keep right hand raised during this process.

I, **(name)** do solemnly swear that I will bear true faith and allegiance to the Commonwealth of Massachusetts, and will support the constitution thereof – So help me God.

I, **(name)** do solemnly swear and affirm, that I will faithfully and impartially discharge and perform all the duties incumbent on me as a Commissioner of the Asian American Commission: according to the best of my abilities and understanding, agreeably, to the rules and regulations of the Constitution, and the laws of this Commonwealth – So help me God.

I, **(name)** do solemnly swear that I will support the Constitution of the United States.

1/24 Ceremony Schedule

4:30 PM – Guests arrival and registration

4:50 PM – Introduction by Jason Chou

4:53 PM – Speech by Geoffrey G. Why, Vice Chairperson

4:57 PM – Speech by Paul W. Lee, Chairperson

5:00 PM – Introduction of Treasurer Grossman by Paul

5:05 PM – Swearing-In Process

5:10 PM – Closing of Ceremony by Jason Chou