



The Commonwealth of Massachusetts Asian American Commission

COMMISSIONERS

Chair
Grace Lee

Vice Chair
Karen Tseng

Treasurer
Kajal Chattopadhyay

Secretary
Priti Rao

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

Executive Director
Jason Chou

One Ashburton Place
12th Floor
Boston, MA 02108
T: 617-367-9333 x662
www.aacommission.org

Meeting Agenda

Tuesday, February 24th, 2013
One Ashburton Place 21st Floor

1. Accept 01/24/2013 meeting minutes.
2. Welcome new Commissioner, Nick Chau.
3. Both Executive and Young Leaders Symposium sub/committees are meeting after.
4. Review mandatory action items from Commissioners.
5. Update on 501(c)3 nonprofit status.
6. 2013 Unity Dinner update.
Vote on fundraising consultant.
Get list of potential sponsors from each Commissioner for consultant to work on.
Honorees will be discussed on Thursday 2/21 conference call.
Roles for the PR subcommittee?
7. Subcommittee updates.
Admin / Finance
PR / Legislation
Program - Unity Dinner
Program - Young Leaders Symposium
Program - Healthcare
Program - Economic Development
8. Old business
New Business
9. Next Commission meeting: Tuesday, March 19th 2013



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Meeting Minutes

Thursday, January 24th, 2013
Nurses Hall, State House

Absent Commissioners are highlighted on left.
Remote Participants are indicated by an asterisk*.

1. Review of 12/4/2012 minutes.
 - Kajal Chattopadhyay motioned to accept minutes, seconded by Kay Dong. Motion carried by a unanimous vote.
2. Election of 2013 officers
 - Grace Lee elected as Chairperson
 - Karen Tseng elected as Vice Chairperson
 - Kajal Chattopadhyay elected as Treasurer
 - Priti Rao elected as Secretary
3. Identify a regular schedule for the monthly meeting.
Identify a tentative Commission retreat date.
 - Jason will send out a poll.
4. Review the 2013 draft calendar of events.
5. 2013 Unity Dinner update.
 - The date is Tuesday, May 14th at Boston University. Dr. Tom Lee has accepted the keynote position.
6. Subcommittee updates.
 - Admin / Finance
 - PR / Legislation
 - Program - Unity Dinner
 - Program - Young Leaders Symposium
 - Program - Healthcare
 - Program - Economic Development
 - Wingkay Leung joined Admin/Finance, Elisa Choi joined Unity Dinner and Healthcare.
7. Old business
New Business
 - Karen suggested bringing in volunteers to amplify the Commission's work.
 - Chris suggested having official nametags and will send Jason more info.
 - Ken An suggested starting a cultural awareness program.

MANDATORY ACTION ITEMS FROM COMMISSIONERS

- 1) Get sworn in: bring the appointment letter along with a picture ID to 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.
- 2) Resume: submit an updated resume to a staff member.
- 3) Biography & photo: submit your biography and headshot to a staff member. It needs to be 1000 words or less including spaces.
- 4) Open Meeting Law (OML): submit a certificate of receipt
- 5) Conflict of Interest: a) go through the online training program 2) submit a certificate of receipt

DRAFT CHECKLIST

First	Last	Sworn-in	Resume	Biography	OML	COI form	COI online
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	√	√	√	√	√	√
Grace	Lee						
WingKay	Leong	√		√			
Vesna	Nuon	√	√	√			
Priti	Rao	√	√	√		√	
Evelyn	Tang	√	√	√			
Sophy	Theam		√				
Karen	Tseng	√		√		√	
Larry	Wong						

Letter of Agreement between KME Consulting LLC (KME), and the Asian American Commission (AAC)

Parties:

This agreement is between KME Consulting LLC, (KME) and the Asian American Commission (AAC).

Goal:

AAC and KME will decide on a fundraising goal of (suggested: \$100,000) for the 2013 Dinner.

Overall Fundraising Principles:

We will work with the necessary people to draft a timeline which includes goals. Once the goals and timeline are finalized then our focus is on the management and follow up necessary to make sure the goals are reached in the agreed upon time line.

General Responsibilities:

- 1) Direct Fundraising – Kristin will be responsible for direct solicitations to companies and individuals. This will include the initial ask, confirmation of sponsorship and any follow-up required to secure the check.
- 2) Sponsorship Materials – AAC will provide Kristin with sponsorship materials, invites, and past donor lists as needed to help develop goals and conduct outreach.
- 3) Management – Kristin will be responsible for assisting in managing fundraising where appropriate on behalf of honorees, co-chairs and commissioners. This management will include securing lists from the necessary people, establishing fundraising goals and coordinating outreach to these lists. Outreach will include direct solicitations from Kristin, or follow-up on direct solicitations from each individual.
- 4) Follow-up/Confirmation – Kristin and AAC will conduct regular check-ins to update on fundraising status. Kristin will also be responsible for confirming all of her donors and any donors she is assisting in bringing in. Kristin will be responsible to accurately identify these donors to the AAC so that they are properly acknowledged at the event.
- 5) After the event – Kristin will be responsible for securing any donations she has confirmed after the event. In the event that any sponsors have failed to pay by the event date, Kristin assist with follow-up.

Donor Calling:

Once we have compiled a list of prospects and a drafted a strong message we will begin reaching out to them through direct calls and strategic meetings. KME will be responsible for managing all follow up and tracking the results.

Payment Schedule:

AAC will pay KME 15% of all monies raised and deposited through KME's efforts for the 2013 Award Dinner. AAC will pay KME Consulting by June 1, 2013.

Agreement:

The term of this agreement shall be from February, 2013 to June 15, 2013.