



The Commonwealth of Massachusetts Asian American Commission

COMMISSIONERS

Chairperson

Kajal Chattopadhyay

Vice Chairperson

Elisa Choi

Treasurer

Sophy Theam

Secretary

Nick Chau

Kenneth An

Joel Buenaventura

Yan Jennifer Cao

Chun-Fai Chan

Chris Chanyasulkit

Tony Dang

Kay Dong

Gilbert Ho

WingKay Leung

Lydia Schroter

Evelyn Tang

Karen Tseng

Larry Wong

One Ashburton Place

12th Floor

Boston, MA 02108

www.aacommission.org

Meeting Agenda

Wednesday, February 25, 2015 at 4:30pm

JFK, 15 New Sudbury Street, Room 475

1. Accept previous minutes
2. Executive Director Introduction
3. Executive Committee Election
4. Vote to reopen the Application Process for New Commissioners
5. Report Card of Commissioners' Involvement
6. Unity Dinner Discussion
7. Subcommittee updates
 - Admin / Finance / Gaming
 - PR / Legislation
 - Program - Young Leaders Symposium
 - Program - Health Care Forum
 - Program - Economic Development
 - Program - Resource Fair
 - 3/1 QARI Lunar New Year
8. Old business
 - New Business
 - 4/10 White House AAPI Grant Writing Workshop
9. Next Commission meeting: Every second Wednesday, 3/11/2015
10. Meeting adjourned & other community updates



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Meeting Minutes

Wednesday, January 14, 2015 at 4:30pm

JFK, 15 New Sudbury Street, Room 475

Absent Commissioners are highlighted on left.

Remote Participants are indicated by an asterisk*.

1. Accept 12/10/2014 meeting minutes (pg. 2)
 - Corrections are to be made. Elisa motioned to accept minutes, seconded by Tony. Motion carried by a unanimous vote.
2. Executive Director Discussion
 - Bora's references checked out. Her start date is early February.
 - EC and Jason met with TRE to do the paperwork.
 - Bora will attend the Feb meeting to introduce herself.
 - Have Bora concentrate on making the Swearing-In Ceremony is significant success.
3. Executive Committee Election Discussion
 - Election is happening in February.
 - Terms will coincide with the state funding period of July 1 – June 30
4. Unity Dinner Discussion
 - Dinner is tentatively scheduled for October. Tony Dang serves as the interim dinner chair. Other members include Nick, Jennifer, Gilbert, Lydia, & Elisa.
 - Tony will contact everyone individually for suggestions.
 - Should the dinner be held at UMB? The YLS is already there. But it is a state-operated property so it might be appropriate.
 - Tony would like the next event to recognize past, present, & future. We should maintain contact with everyone to help with the dinner branding.
5. Subcommittee updates
 - Admin / Finance / Gaming
 - PR / Legislation
 - Program - Young Leaders Symposium
 - The next YLS would be in late September at UMB. Their program has funding to host it and must be used by that time. Chun-Fai, Chris, & Ken will integrate Bora into the programming.
 - Program - Health Care Forum
 - Program - Economic Development
 - Program - Resource Fair
6. Old business
 - New Business
 - We need to clarify with the Treasury Office if Mabel Lam was appointed.
 - Some Commissioners are looking to get nametags.
7. Next Commission meeting: Every second Wednesday, 2/11/2015
8. Meeting adjourned & other community updates

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.