



# The Commonwealth of Massachusetts Asian American Commission

## COMMISSIONERS

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Elisa Choi

### Vice Chairperson

Sophy Theam

### Treasurer

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Mabel Lam  
John Naranja  
Uyen-Sa Nguyen  
Dimple J. Rana  
Lydia Schroter  
Evelyn Tang  
Karen Tseng

Bora Chiemruom  
Executive Director

One Ashburton Place  
12th Floor  
Boston, MA 02108  
[www.aacommission.org](http://www.aacommission.org)

### Meeting Agenda

**Wednesday, April 13, 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 commissioner: Dimple J. Rana and Pralhad KC
3. Executive Director (ED) - Monthly Report (Bora, 5 minutes)
4. Written Executive Committee Report, quick overview (Elisa)
5. Unity Dinner updates: working groups and sponsorship list (Sophy)
6. Approval of policies:
  - Policy for AAC logo use
  - Policy for citation requests to the AAC
  - Policy for AAC sponsorships (financial support from the AAC)
  - Policy for AAC support of community organizations' fundraisers
7. Special meeting at IML and Commissioner Appreciation on Friday, June 10th
8. Subcommittee Updates
  - Program - Healthcare Subcommittee (Elisa) - April 30<sup>th</sup> event
  - Program – Young Leaders Symposium (Chris)
  - Program - Economic Development (Gilbert)
  - Admin/Finance -Wingkey
  - PR/Legislation - Evelyn
9. Approval of Resource Fairs Purchase(s)
10. Old business — Resource Fairs (Lowell: April 9th, Lynn: April 30th)
11. New Business
  - Report out from meeting with Director of Problem Gambling (Elisa and Bora)
  - Subcommittee reports be written and submitted to Bora before each Monthly meeting to go into meeting package (EC)
  - 2016 Calendar
  - "A Breakfast Celebrating the Asian Small Business Communities of Massachusetts" – May 16, 2016
  - Seventh Annual Asian American & Pacific Islander Mental Health Forum, "Weaving Our Many Identities into Well-Being", on Friday May 20, 2016
12. Next Commission meeting: Every 2<sup>nd</sup> Wednesday, next meeting, May 11th  
Location: **McCormack Building, One Ashburton Place, 12th floor**
13. Other Community updates & Meeting adjourned



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Guest: Dan Troung

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## Meeting Minutes

**Wednesday, March 9, 2016 at 4:30pm**  
**McCormack Building, One Ashburton Place, 12<sup>th</sup> floor**

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

- Accepted 2/10/2016 meeting minutes
- Corrections are to be made. Nick motioned to accept minutes, seconded by Chris. Motion carried by a unanimous vote.

Introduction of new commissioners: Uyen-Sa Nguyen and Dimple J. Rana

- Dr. Uyen-Sa Nguyen, Assistant Professor, University of Massachusetts Medical School in Worcester, MA. She was delighted to join the Commission.
- Ms. Rana couldn't make it to the meeting due to a prior commitment.

Executive Director's monthly report:

- 1) Last month's primary focus was on organizing the swearing-in ceremony and orientation of new commissioners, and on-going work on planning the Unity Dinner.
- 2) Successfully outreached to legislators on the Ways and Means Committee
- 3) Organization and coordination of swearing-in ceremony included sending out press release, inviting VIPs, updating RSVP list, developing bios for new commissioners and re-appointed commissioners. The ED also worked with Treasurer's office to finalize details: completion of form O and secured an authorized person to sign off on form O
- 4) Received confirmation of two new appointments from Governor's office
- 5) Generated proposed budget for FY 2017 in consultation with EC
- 6) Generated budget narrative for FY 2107 with input from EC
- 7) *Meetings and Events:*
  - Met with Eastern Bank along with Wingkey, Elisa, and Gilbert to discuss possible May 26<sup>th</sup> event on celebrating and recognizing Asian Small Businesses. Also discussed the possibility of conducting financial literacy workshop in the summer
  - Met with Executive Director of Viet-Aid, Ms. Hue Pham, and attended Tet New Year Celebration at Viet-Aid
  - Connected with Lowell and Lynn to secure sponsorship forms and information for our next two resource fairs. We will be participating exclusively as AAC.

Elisa announced that Commissioner Kenneth An have resigned from his position as Commissioner. He will remain a big supporter of the Commission. His focus will be to work with AAC on the Asian American Civil Rights Conference. Elisa read written statements from former commissioners: Kenneth An, Kajal Chattopadhyay, and Chun-Fai Chen

Discussion of FY 2017 **PROPOSED** budget spreadsheet and budget narrative presented by Bora and EC:

- A couple of commissioners questioned the budget spreadsheet being too detailed
- Bora stated that we are required to list all itemized items
- Chris confirmed that this is a standard template, used by the State as part of the appropriation, and we need to be very detailed
- Bora shared that 10 minutes before the meeting, AAC signed a Memorandum of Understanding (MOU) with Commissioner Kenneth An, Office of Equal Employment Opportunity Commission Boston Area Office (EEOC) on the



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implementation of the 1<sup>st</sup> Asian American Civil Rights Conference.

- The MOU was approved at last month's meeting.
- Commissioners suggested to add the restricted funds received from EEOC to the proposed budget spreadsheet
- Bora will revise the proposed spreadsheet and share with Commissioners
- For internal purposes and to better understand our budget, Gilbert suggested to have three columns added to budget spreadsheet, last fiscal year's budget column, the budget-to-actual column, and variances column
- We will have two budget spreadsheet: one for external (state appropriation) and, one for internal use that includes the three extra columns for better tracking of expenditures)
- John motioned to approve the proposed budget with suggested edits, seconded by Chris. Motion carried by a unanimous vote.

Elisa submitted a request for sponsorship and support of an Asian American & Pacific Islander Mental Health Forum on May 20<sup>th</sup>. The Executive Committee feel that the event align with our mission and with what we have done in the past couple of years. The following is the proposed draft in support of the event: The Commonwealth of MA Asian American Commission (AAC) proposes to support the Seventh Annual Asian American & Pacific Islander Mental Health Forum, "Weaving Our Many Identities into Well-Being", on Friday May 20, 2016, held at the DMH Solomon Carter Fuller Mental Health Center in Boston, MA, with \$2,000 dollars to support funding toward this event's programming. In return, the AAC requests to be recognized as the event's sponsor on all publicity and promotional materials related to this event, and to have the opportunity to say welcoming opening remarks.

After thoughtful discussion, Chris motioned to provide support to Asian Mental Health Forum. Lydia seconded the motion. Motion carried by unanimous vote.

### Subcommittee update on the Unity Dinner:

- Unity Dinner will be held at Boston University on Friday, June 3, 2016 at 6pm
- The theme will be "Celebrating Asian American and Pacific Islander Pioneers"
- Suggested speakers: Boston City Council President Michelle Wu, Former Mayor of Fitchburg Lisa Wong, Justice Fernande Duffly, Diana Hwang, and Desh Despande
- John will inquire with Justice Duffly's availability
- Vira suggested a panel of speakers vs. keynote speakers
- Committee will explore and check availability of speakers
- Karen suggested that commissioners email Sophy with names of speakers, contact person, and why are they a good candidates, finalized by next Friday, March 18, 2016
- Need to send out "Save the Date" immediately

Elisa submitted four new policies for AAC to consider. We discussed the following policies (attached):

- Policy for AAC logo use
- Policy for citation requests to the AAC
- Policy for AAC sponsorships (financial support from the AAC)
- Policy for AAC support of community organizations' fundraising

Items # 9 and item #11 have been tabled to next month's meeting.  
Meeting adjourned!