



The Commonwealth of Massachusetts Asian American Commission

Retreat, July 27, 2014 @ 10:00 am - 2:30 pm
International Hostel, 19 Stuart Street, Boston, MA 02111

Time	Topics
10:00	Arrival/Orientation
10:15	Ice Breaker Each Commissioner will discuss a little known fact about them (or an accomplishment) as well as why they joined the AAC and what they expected
10:45	Introduction/State of the AAC by Kajal
11:00	Secretary Election Vote to replace Ken Fong as Secretary
11:10:	Roles of Commissioners and Executive Committee Members (Moderated by Kajal) pg 2-4 & 11
	Expectations Build cohesion through participation, attendance and engagement. How will we make decisions and conduct ourselves.
	Subcommittees Discussion of current structure and composition. Is there a more effective structure?
	Advisory and Honorary Enlist the help of past Commissioners and candidates.
	Branding the Commission Increase external communication, promote transparency, and strengthen working relationships with community groups.
	Fundraising Identify ways for everyone to contribute to the effort. Brainstorm two fundraising event per year.
12:15	Lunch
12:45	Unity Dinner (Moderated by Kajal/Sophy) pg 5-8
	Planning/Timeline Outline of target dates for completion of benchmarks.
	Expectations Discussion of expectations for each Commissioner regarding fundraising and publicity.
	Structure/Theme Identify and select a theme and structure for the dinner.
1:45	ED Search & Budget Planning (Moderated by Kajal/Sophy) pg 9-10
	ED Search Starting the search process
	Budget Presentation Overview of current funding sources, expenditures and current balance
	"If I had \$50,000..." Discuss a spending plan.
2:30	End of Retreat Next meeting is on Wednesday 8/13

A voice recorder will be used during the duration of the retreat.

First	Last	Appointing Authority	Appointed By	Term1 (# year)	Term2 (# year)	Term Ends
Nick	Chau	Attorney General	Coakley	3		2015.12.31
Evelyn	Tang	Attorney General	Coakley	3		2014.12.31
Karen	Tseng	Attorney General	Coakley	2		2013.12.31
Yan Jennifer	Cao	Auditor	Bump	3		2014.12.31
ChunFai	Chan	Auditor	Bump	1	3	2015.12.31
Lydia	Schroter	Auditor	Bump	3		2016.12.61
Chris	Chanyasulkit	Governor	Patrick	2		2013.08.31
Kajal	Chattopadhyay	Governor	Patrick	1	3	2015.08.31
Ken	Fong	Governor	Patrick	3		2014.08.31
Joel	Buenaventura	House Speaker	DeLeo	2		2013.12.31
Larry	Wong	House Speaker	DeLeo	1	3	2015.12.31
		House Speaker	DeLeo			
Kay	Dong	Secretary of State	Galvin	3		2014.12.31
Gilbert	Ho	Secretary of State	Galvin	2		2013.12.31
WingKay	Leong	Secretary of State	Galvin	1	3	2015.12.31
Kenneth	An	Senate President	Murray	2		2013.12.31
Om	Ganda	Senate President	Murray	3		2014.12.31
		Senate President	Murray			2015.12.31
Elisa	Choi	Treasurer	Grossman	3		2015.12.31
Sophy	Theam	Treasurer	Grossman	2		2014.12.31
Tony	Dang	Treasurer	Grossman	3		2016.12.31

#	Commissioner	# sub/committees	Executive Committee	Admin/Finance	PR /Legislation	Unity Dinner / Fundraisir Program - YLS	Program - Healthcare	Program - Econ. Dev.	
1	Kenneth An	2	Kajal Chattopadhyay Elisa Choi Sophy Theam Ken Fong	Gilbert Ho	Evelyn Tang	Sophy Theam	Chris Chanysaukitt	Elisa Choi	Sophy Theam
2	Joel Buenaventura	1		Kajal Chattopadhyay	Joel Buenaventura	Yan Jennifer Cao	ChunFai Chan	Om Ganda	WingKay Leung
3	Yan Jennifer Cao	2		Sophy Theam	Kenneth An	ChunFai Chan	Kay Dong	Karen Tseng	Kay Dong
4	ChunFai Chan	2		Ken Fong	Ken Fong	Kay Dong	Larry Wong	Yan Jennifer Cao	Gilbert Ho
5	Chris Chanysaukitt	2	Kajal Chattopadhyay Nick Chau Elisa Choi	Elisa Choi	WingKay Leung	Gilbert Ho	Kenneth An	Kajal Chattopadhyay	
6	Kajal Chattopadhyay	3			Chris Chanysaukitt	Larry Wong		Nick Chau	
7	Nick Chau	2			Elisa Choi	Nick Chau		Sophy Theam	
8	Elisa Choi	5				Elisa Choi			
9	Tony Dang	1				Lydia Schrioter			
10	Kay Dong	3				Tony Dang			
11	Ken Fong	3							
12	Om Ganda	1							
13	Gilbert Ho	3	-makes recommendations concerning the finance and budget, personnel issues, memberships, maintain protocols & bylaws, review annual report, and set periodic evaluations. Oversees the Advisory Committee and gaming issues.						
14	WingKay Leung	2							
15	Lydia Schrioter	1							
16	Evelyn Tang	1							
17	Sophy Theam	5	The executive committee assumes general managerial responsibilities over the Commission. They support and maintain focus for all the subcommittees.						
18	Karen Tseng	1							
19	Larry Wong	2							
20									
21									

AAC Advisory Committee

The Advisory Committee of the Asian American Commission of Massachusetts ("AAC" or "Commission") is comprised of distinguished individuals drawn from all sectors -- both public and private -- who have demonstrated a commitment to the Asian American community of Massachusetts. Members of the Advisory Committee shall be nominated by a Commissioner whose term has not expired and their terms shall be coterminous with the Commissioner who nominated them, unless the Advisory Committee Member steps down before the expiration of their term. Members of the Advisory Committee shall be appointed by the Chair of the Commission and shall serve at his/her discretion consistent with Article XI (B) of the By-Laws of the AAC.

Advisory Committee Members shall assist in the development and promotion of programs and services relating to Asian Americans in the Commonwealth; strategic planning and outreach; fundraising and publicity; and other activities to advance and promote the goals and objectives of the AAC. Members of the Advisory Committee may be called upon to gather information and submit reports on topics of interest to the Commissioners from time to time.

2014 Unity Dinner - Agenda

	3 months 7/15	2.5 months 8/1	2 months 8/15	1.5 month 9/1	1 month 9/15	0.5 month 10/1	Due 10/16
Identify Funders Reach out to Nonprofits to attend	Identify Funders Update website	Identify Funders Call individuals	Identify Funders Checkin with political candidates	Identify Funders Gather facts for center pieces	Finalize program book Gather volunteers	Provide VIP list	
Plan with BU for cost	Plan with BU for logistics	Contact Awardees			Create center pieces		
Start/invite Advisory Committee	Find Entertainment	Send mass email			Order plaques		
Start/invite for Honorary Committee	Identify Awardees		Send mass email		Send mass email		
Outline plans for Retreat	Send mass email		Send mass email				
Finalize Sponsorship form	Press Release		Press Release		Press Release		Last mass email

2011 Unity Dinner
Hella Moon, Chinatown

2012 Unity Dinner
Boston University

2013 Unity Dinner
Boston University

Revenue	\$ 40536 (100%)	\$ 42490 (100%)	\$ 58110 (100%)
Expense	\$ 9544 (23.5%)	\$ 16117 (37.9%)	\$ 18413 (31.7%)
Net	\$ 30991 (76.5%)	\$ 26373 (62.1%)	\$ 39697 (68.3%)

# Commissioners	15	19	
# attended/ paid	14 / 14	16 / 17	
# participated in addition to other	12	11	
# of participated bought tables	4	7	
# of participated brought sponsor	7	6	
# of participated brought paying	4	4	
# of participated helped with Key	2	2	
# of participated helped bring in	-	4	

Attendees	310	305	350
# individual full-price ticket buyers			9
# individual discount ticket buyers			7

Participating Groups

AALAM	AALAM	Partners Healthcare
ATASK	ATASK	South Cove Community HC
BU's Wholesale Club	Chin & Curtis, LLP	State Street
CCBA	Chinatown Main Street	Asian Mental Health Program
Chinatown Main Street	Korean-American Citizens Leag	Asian American Diabetes Initiative
Edwards Angel Palmer & Dodge	Light of Cambodian Children, in	Carl Isinara
Fish Foundation	MAP for Health	Eckert Seamans
Justin Diabetes Center	NAAP Boston	Harvard Pilgrim Health Care
MAP for Health	Novo Nordisk	Paul W. Lee
Quincy Asian Resources, Inc.	Organization of Chinese Americ	Tai Tung Pharmacy
Skadden	South Cove Community Health	Quincy Asian Resources, Inc.
South Cove Community Health	State Street Bank	Tuts Medical Center
South Shore Mental Health	TMAA of New England	
State Street Bank	YMCA	
TMAA of New England		
Umass Boston		
YMCA		

Groups to Invite

Awardees

Commissioners' Help

Nonprofits	House Member	Identify Funders
Student groups	Senate Member	Invite individuals/nonprofits
Past participants	Government Agency	Minimum contributions?
Future partners	Nonprofit	
Exchange tickets with partners	Business	
MA politicians	Healthcare	
White House API		
AAP group in neighbor states		
Schools & Universities		
Professional groups		

Use Leverett's help to connect us with all the political candidates



The Commonwealth of Massachusetts Asian American Commission

2014 UNITY DINNER

Thursday, Oct. 16th
Boston University

COMMISSIONERS

Chairperson

Kajal Chattopadhyay

Vice Chairperson

Elisa Choi

Treasurer

Sophy Theam

Secretary

Kenneth Fong

Kenneth An
Joel Buenaventura
Yan Jennifer Cao
Chun-Fai Chan
Chris Chanyasulkit
Nick Chau
Tony Dang
Kay Dong
Om Ganda
Gilbert Ho
WingKay Leung
Lydia Schroter
Evelyn Tang
Karen Tseng
Larry Wong

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

July 2014

Dear Sponsor,

We are writing to ask you to join us as a sponsor for our annual Unity Dinner to be held on Thursday, October 16th 2014 at Boston University. Our dinner will help the Commission to celebrate the achievements of Asian Americans and Pacific Islanders (AAPIs) in Massachusetts.

Your sponsorship will ensure that the Commission has the resources necessary to successfully carry out its mission. Since its formation in 2006, the Commission has worked on bilingual ballots and a needs assessment report on Asian American business owners, conducted town meetings and healthcare forums, and assisted in identifying Asian American candidates for appointment to judicial and government positions. In 2012, we launched our traveling Resource Fair to bring information on state and federal resources to Asian American communities throughout the Commonwealth. Then came our inaugural Young Leaders Symposium where over 100 civic-minded young leaders came to the State House to be connected to state government and opportunities for public service. For 2013, the Commission concentrated on healthcare with our first ever healthcare forum focusing on healthcare disparities in AAPI communities. In 2014, the Commission is addressing mental health issues, including mood disorders, suicide and destructive behaviors, and problem gambling, to name a few. We look forward to expanding our programming in the months and years to come to better serve the unmet needs of AAPIs in Massachusetts.

You can make a difference! We kindly ask you to give as generously as you can to assist in the Commission's efforts and we welcome your support as a sponsor; details are included with this letter.

Thank you for your time, and we hope we can count on your support.

Sincerely,

Kajal Chattopadhyay
Chairperson

YOUR CONTRIBUTION IS TAX-DEDUCTIBLE.



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www.aacommission.org

PLATINUM SPONSOR \$20,000

- Four premium-seating tables (40 seats)
- On-stage banner
- Full-page, color advertisement & recognition in program book
Choice of inside front cover or back cover for placement
- Acknowledgement from main stage during event (opening & closing)
- Sponsor's logo on website and events

GOLD SPONSOR \$15,000

- Three premium-seating tables (30 seats)
- Off-stage banner
- Full-page, color advertisement & recognition in program book
- Acknowledgement from main stage during event (opening & closing)
- Sponsor's logo on website and events

JADE SPONSOR \$10,000

- Two premium-seating tables (20 seats)
- Full-page, color advertisement & recognition in program book
- Sponsor's name on website and events

SILVER SPONSOR \$5,000

- Two tables (20 seats)
- Full-page, black & white advertisement & recognition in program book
- Sponsor's name on website and events

BRONZE SPONSOR \$2,500

- One table (10 seats)
- Full-page, black & white advertisement & recognition in program book
- Sponsor's name on website

HOST COMMITTEE \$1,000

- Two dinner tickets
- Recognition in program book

YOUR CONTRIBUTION IS TAX-DEDUCTIBLE.



The Commonwealth of Massachusetts Asian American Commission

REPLY FORM

Company _____

Name & Title _____

Address _____

Phone & Email _____

WAYS TO SUPPORT US

1

- ☐ **PLATINUM SPONSOR \$20,000** (\$17,600 tax-deductible)
- ☐ **GOLD SPONSOR \$15,000** (\$13,200 tax-deductible)
- ☐ **JADE SPONSOR \$10,000** (\$8,800 tax-deductible)
- ☐ **SILVER SPONSOR \$5,000** (\$3,800 tax-deductible)
- ☐ **BRONZE SPONSOR \$2,500** (\$1,900 tax-deductible)
- ☐ **HOST COMMITTEE \$1,000** (\$880 tax-deductible)

2

- ☐ Full page color ad (5" x 8") \$800
- ☐ Full page black & white ad (5" x 8") \$600
- ☐ Half page black & white ad (5" x 3.85") \$400

We will contact you requesting the high resolution ad by 9/15

3

Please reserve _____ table(s) at \$1200/table of 10 seats (\$600 tax-deductible)

Please reserve _____ ticket(s) at \$125/person (\$65 tax-deductible)

We will use _____ of our ticket(s) and donate the rest to people who cannot afford to attend.

We cannot attend, but would like to contribute \$ _____

Please make check payable to
"Asian American Commission"
and send it with this form to:

Asian American Commission
One Ashburton Place, 12th Floor
Boston, MA 02108

Please direct all questions to jason.chou@aacommission.org

YOUR CONTRIBUTION IS TAX-DEDUCTIBLE.



The Commonwealth of Massachusetts Asian American Commission

JOB DESCRIPTION FOR EXECUTIVE DIRECTOR (ED)

This posting can be found online at www.aacommission.org

The Asian American Commission represents the interests of Asian Americans throughout the Commonwealth and is dedicated to advocacy on behalf of Asian Americans throughout Massachusetts. The Commission's goal is to recognize and highlight the vital contributions of Asian Americans to the social, cultural, economic, and political life of the Commonwealth; to identify and address the needs and challenges facing residents of Asian ancestry; and to promote the well-being of this dynamic and diverse community, thereby advancing the interests of all persons who call Massachusetts home. The 21 Commissioners of the Asian American Commission, appointed by the constitutional state officers, make up this governing body. The ED is a Commissioner-appointed position. The ED reports to the Commissioners and is responsible for the Commission's financial stability and achievement of its mission. Some of the ED's activities include, but are not limited to:

Organizational responsibilities:

- Develop and execute current and long-term organizational goals and objectives as well as policies and procedures.
- Cultivate open and active communications between the Commission and state offices
- Promote state officer support of Commission initiatives, activities, and events.
- Encourage an active Commission where all members will participate fully.
- Ensure the Commissioners' terms are kept current and lead the recruitment process of new Commissioners.
- Convene regular meetings and prepare agenda items.
- Review and update internal policies to maintain compliance with state laws.
- Work closely with the Executive Officers of the Commission
- Manage and oversee fundraising efforts.
- Other administrative duties as necessary

Financial Responsibilities:

- Manage fundraising goals and activities, including the annual Unity Dinner.
- Develop and maintain sound financial practices.
- Explore alternative funding and grants from government and nonprofit sources.

Community Responsibilities:

- Provide quality programming that promotes the Commission's identity.
- Establish working relationships with community organizations.
- Respond to and manage incoming and outgoing communications and be an effective voice for the Commission.

Applicants must have a college degree. A successful candidate should be articulate, energetic, and enthusiastic about being an active participant in the Massachusetts Asian American community. Strong project leadership and interpersonal skills are essential. 3-5 years of experience, or the equivalent, in the management of a community non-profit and/or for-profit organization, government agency, or business, is preferred. A graduate degree in business management or government is a plus. Good working knowledge of Boston-based, regional, and state Asian American community organizations is optimal.

Salary is \$40K with benefits.

Time commitment is 0.75 Full Time Equivalent.

To apply, visit the website for information.

2014 - 2015 PROJECTED SUMMARY

Asian American Commission

	Total	% to category	July 2014	Aug 2014	Sep 2014	Oct 2014	Nov 2014	Dec 2014	Jan 2015	Feb 2015	Mar 2015	Apr 2015	May 2015	Jun 2015
Bank Balance at beginning of month														
Income Sources														
Government Appropriation	50,000	47.5%	50,000											
Government Grants	-	0.0%												
Unity Dinner	50,000	47.5%				50,000								2,500
Event Sponsors	5,200	4.9%					2,700							
The Boston Foundation	-	0.0%												
Total Income	105,200		50,000	-	-	50,000	2,700	-	-	-	-	-	-	2,500
Expenses														
Salaries and Wages	45,000	100.0%	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750
Employee Benefits and Taxes	-	0.0%												
Processing Fees	-	0.0%												
Total Personnel Costs	45,000		3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750
Assessment/Survey	-	0.0%												
Financial Fees	-	0.0%												
Equipment Rental/Maintenance	2,000	3.3%				2,000								
Financial Literacy/Economic Dev.	2,000	3.3%			1,000	500							1,000	
Food Costs	500	0.8%				500								
Fundraising	20,000	33.2%				20,000								
Gambling Initiative	2,000	3.3%												
Healthcare Forum	5,000	8.3%					3,000							2,000
Interpreters/Translation	2,000	3.3%		200		300	500	500						2,000
Marketing/Advertising	2,000	3.3%				1,500	500	500						500
Postage and Delivery	200	0.3%			25	100	25						25	25
Printing	500	0.8%		50	50	225	75						50	50
Professional Development	500	0.8%		500										
Professional Fees	2,000	3.3%												2,000
Rent and Occupancy	500	0.8%												500
Research Study	15,000	24.9%												15,000
Resource Fair	2,000	3.3%		1,000										500
Supplies and Materials	500	0.8%							1,000					500
Technology Expense	500	0.8%												500
Travel Expense	500	0.8%												
Young Leaders Symposium	2,500	4.2%			2,500									
others	-	0.0%												
others	-	0.0%												
others	-	0.0%												
others	-	0.0%												
others	-	0.0%												
Total Non Personnel Costs	60,200		-	1,550	2,550	225	75	-	1,000	-	-	-	550	18,550
Total Expenses	105,200		3,750	5,300	6,300	3,975	3,825	3,750	4,750	3,750	3,750	3,750	4,300	22,300
Excess of Revenue Over Expenses	-													

Commissioner's Code of Conduct

I, print name understand that as a Commissioner of the Asian American Commission, I have a legal and ethical responsibility to ensure that the organization does the best work possible in pursuit of its goals. I believe in the purpose and the mission of the organization, and I will act responsibly and prudently as its steward.

As part of my responsibilities as a Commissioner:

- 1) I will respond in a timely manner to all Commission related communications.
- 2) I will communicate the organization's work and values to the community, represent the organization, and act as a spokesperson for the Commission. I will direct all press and publicity inquiries to the communication subcommittee such as PR/Legislative (or other appropriate subcommittee), whenever possible
- 3) I will stay informed of the organization's activities. I will ask questions and request further information about Commission activities, when necessary. I will participate in and take responsibility for making decisions on issues, policies and other matters.
- 4) I will participate in at least 75% of all monthly meetings. I will make every effort to attend sub/committee meetings and special events. I am expected to attend the Unity Dinner.
- 5) I will contribute to fundraising activities (give or get) at a minimum level that is suggested or required by the Commission.
- 6) I will act in the best interests of the organization, and excuse myself from discussions and votes where I have a conflict of interest* (see below).
- 7) I will not utilize my status as a Commissioner to promote my image or any other personal agenda.
- 8) I understand that this list of commitments is online and will reflect any future revisions. By signing this form I agree to abide by these commitments and all future revisions.
- 9) If I do not fulfill these commitments to the organization, I will expect the Vice/Chairperson to contact me and discuss my responsibilities with me. If further discussion does not resolve the situation, I will consider resigning from the Commission.

In turn, the organization will be responsible to me in several ways:

- 1) I will be sent, without request, quarterly financial reports and an update of organizational activities that allow me to stay apprised of developments within the organization.
- 2) Opportunities will be offered to me to discuss with the executive director and the Executive Committee the Commission's programs, goals, activities, and status; additionally, I can request such opportunities.
- 3) The organization will help me perform my duties by keeping me informed about issues affecting Asian Americans within and outside the Commonwealth, and by offering me opportunities for professional development as a Commissioner.
- 4) Commissioners and staff will respond in a straightforward fashion to questions that I feel are necessary to carry out my fiscal, legal and moral responsibilities to the organization. The Executive Committee and staff will work in good faith with me towards achievement of our goals.
- 5) If the organization does not fulfill its commitments to me, I can call on the Chairperson and executive director to discuss the organization's responsibilities to me.

"I agree to act in accordance with the following:

I will not place myself in situations in which my personal or outside interests may conflict, either directly or indirectly, with my duties and responsibilities as a Commissioner. I will not engage in questionable or fraudulent activities, either with other Commissioners, or other outside parties, and will not engage in activities that will reflect unfavorably on the organization. I will refrain from accepting gifts or contributions that may lead to, or may be perceived as, creating an expectation or obligation for reciprocity. I will adhere to the highest standards of professional integrity. I will disclose any potential conflict of interest(s) to the Commission, and will update this periodically. I will also refrain from participating in discussions or decisions in which a conflict of interest may arise, and will disclose the reason for my abstention from such conversations as arising from potential conflict of interest."

On the reverse side, please disclose any actual or potential conflicts and, in addition, identify any spouse and/or family member who is/are involved with organizations with which a potential conflict of interest may arise.

Commissioner Signature _____ Chairperson's Signature _____