



# The Commonwealth of Massachusetts Asian American Commission

## 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

Kay Dong

Om Ganda

Gilbert Ho

WingKay Leung

Vesna Nuon

Priti Rao

Evelyn Tang

Karen Tseng

Larry Wong

### Executive Director

Jason Chou

One Ashburton Place

12th Floor

Boston, MA 02108

T: 617-367-9333 x662

[www.aacommission.org](http://www.aacommission.org)

## Meeting Agenda

Wednesday, October 23, 2013 at 4:30pm

One Ashburton Place 21<sup>st</sup> Floor

1. Accept 09/18/2013 meeting minutes (pg. 2)
2. Executive Director Search Subcommittee updates
3. Review the revised form: Commissioner's Code of Conduct (pg. 3)
4. Commissioners' mandatory compliance items (pg. 4)
5. Exploring the budget (pg. 5)
6. Subcommittee updates (pg. 6)
  - Admin / Finance
  - Fundraising / Unity Dinner
  - PR / Legislation
  - Program - Young Leaders Symposium
  - Program - Healthcare
  - Program - Economic Development
7. Scheduling monthly meeting dates.
8. Old business  
New Business
9. Next Commission meeting: TBD



# The Commonwealth of Massachusetts Asian American Commission

## 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

Kay Dong

Om Ganda

Gilbert Ho

WingKay Leung

Vesna Nuon

Priti Rao

Evelyn Tang\*

Karen Tseng

Larry Wong

### Executive Director

Jason Chou

One Ashburton Place

12th Floor

Boston, MA 02108

T: 617-367-9333 x662

www.aacommission.org

## Meeting Minutes

Wednesday, September 18, 2013 at 4:30pm

One Ashburton Place 21<sup>st</sup> Floor

Absent Commissioners are highlighted on left.

Remote Participants are indicated by an asterisk\*.

1. Accept 08/20/2013 meeting minutes
  - Chris motioned to accept minutes, seconded by Nick. Motion carried by a unanimous vote.
2. Executive Director Search Subcommittee updates
  - Jason will stay on until end of the year since Amy Leung declined the position.
  - The subcommittee will move forward with its other candidates. No information has been publicly announced. Whether or not to accept additional candidates or conduct another round of search is uncertain.
3. Vote to accept the form: Commissioner's Code of Conduct
  - Chris motioned to accept the form with the amendments proposed by the group, seconded by Jennifer. Kay abstained.
4. Commissioners' mandatory compliance items
  - There is an agreement to submit all the necessary forms to Jason by the next meeting on October 2.
5. Creation of an Advisory Committee
  - Kajal and Elisa are rounding up a list of candidates. Please begin thinking about who may be a supporter of the Commission and to serve on this committee. Names that were mentioned: Sam Yoon, Paul Watanabe, & previous Chairpersons.
6. Subcommittee updates
  - Admin / Finance
  - Fundraising
  - PR / Legislation
    - Kajal added gaming/casino as part of the responsibilities.
    - Jason can begin sharing the mailing list once the subcommittee is ready.
  - Program - Young Leaders Symposium
    - Make every effort to attend and invite others to the event on Friday 9/27 at the State House. A gift worth around \$20 will be given to the speakers.
  - Program – Healthcare
    - To be held around mid-November in Lowell before Thanksgiving.
  - Program - Economic Development
    - Merrimack Valley Elderly Services was excited that we contacted them. We are considering some basic financial literacy work.
7. Old business  
New Business
8. Next Commission meeting: October 2, 2013

## 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 \_\_\_\_\_

## MANDATORY COMPLIANCE ITEMS FROM COMMISSIONERS

**1) Get sworn in:** bring your appointment letter along with a picture ID to the Secretary's office on 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. Submit to an AAC staff your signed Form 0 provided by the Secretary's office. If the form is unavailable, simply email a statement stating that this has been completed.

**2) Open Meeting Law (OML):** submit a certificate of receipt [<http://www.aacommission.org/images/aac/OML.pdf>].

**3) Two forms on Conflict of Interest (COI):** 1) go through the online training program [<http://www.mass.gov/ethics/new-online-programs-available-december2012.html>], be sure to follow the instructions closely and submit your certificate 2) submit a certificate of receipt of the manual [<http://www.aacommission.org/images/aac/COI.pdf>].

**4) Personal Information:** a) submit an updated resume, b) two versions of biography, long (any length) & short (200 words limit), c) headshot photo, & d) preferred email and phone contacts.

**Submit all documents to an AAC staff to be filed.**

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

2013 PROJECT & ORGANIZATION MONTHLY SUMMARY

Asian American Commission

	Total	% to category	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>Bank Balance at beginning of month</b>														
<b>Income Sources</b>														
Government Appropriation	35,000	37.6%	61,293	47,999	46,800	46,795	46,460	68,585	0	52,312	0	71,854	0	71,854
Government Grants	-	0.0%												
Unity Dinner	58,110	62.4%					24,339							35,000
Event Sponsors	-	0.0%												
The Boston Foundation	-	0.0%												
<b>Total Income</b>	<b>93,110</b>						<b>24,339</b>							<b>35,000</b>
<b>Expenses</b>														
Salaries and Wages	25,000	100.0%		12,500										
Employee Benefits and Taxes	-	0.0%												
Processing Fees	-	0.0%												
<b>Total Personnel Costs</b>	<b>25,000</b>		<b>12,500</b>											
Assessment/Survey	-	0.0%												
Financial Fees	1,609	7.1%												
Equipment Rental/Maintenance	1,309	5.8%					1,309							
Food Costs	47	0.2%					47							
Fundraising	15,803	70.1%												15,803
Interpreters	-	0.0%												
Marketing/Advertising	994	4.4%		874										120
Postage and Delivery	-	0.0%												
Printing	-	0.0%												
Professional Development	373	1.7%					335							
Professional Fees	1,350	6.0%					38							800
Rent and Occupancy	325	1.4%		325										450
Supplies and Materials	420	1.9%		394										20
Technology Expense	300	1.3%		300										
Travel Expense	20	0.1%					20							
<b>Total Non Personnel Costs</b>	<b>22,549</b>		<b>794</b>	<b>1,199</b>		<b>335</b>	<b>2,214</b>	<b>16,273</b>	<b>1,729</b>					
<b>Total Expenses</b>	<b>47,549</b>		<b>13,294</b>	<b>1,199</b>	<b>5</b>	<b>335</b>	<b>2,214</b>	<b>16,273</b>	<b>14,229</b>					
<b>Excess of Revenue Over Expenses</b>	<b>45,561</b>													

