



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 Agenda

Wednesday, November 6, 2013 at 4:30pm

One Ashburton Place 21st Floor

1. Accept 10/23/2013 meeting minutes (pg. 2)
2. Commissioners' mandatory compliance items (pg. 3)
3. Exploring the budget (pg. 4)
4. Subcommittee updates (pg. 5)
Admin / Finance / Gaming
Fundraising / Unity Dinner
PR / Legislation
Program - Young Leaders Symposium
Program - Healthcare
Program - Economic Development
5. **Healthcare Forum on Saturday 11/23**
Lowell Community Health Center
Community Health Education Center
161 Jackson Street, Lowell, MA 01852
6. Old business
New Business
7. Next Commission meeting: Wednesday, December 11, 2013



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Meeting Minutes

Wednesday, October 23, 2013 at 4:30pm

One Ashburton Place 21st Floor

Absent Commissioners are highlighted on left.

Remote Participants are indicated by an asterisk*.

1. Accept 09/18/2013 meeting minutes (pg. 2)
 - Gilbert motioned to accept minutes, seconded by Kay. Motion carried by a unanimous vote.
2. Executive Director Search Subcommittee updates
 - There was a unanimous to accept Stephanie Fung as the new ED.
 - Her term begins 1/1/2014. Jason will be available on a paid basis to assist with transition.
 - Elisa will archive the search process for record keeping.
3. Review the revised form: Commissioner's Code of Conduct (pg. 3)
 - This will be added to the compliance list.
4. Commissioners' mandatory compliance items (pg. 4)
 - Commissioners will try to complete all the items asap.
 - Code of Conduct and photo will be part of the items.
5. Exploring the budget (pg. 5)
6. Subcommittee updates (pg. 6)
 - Admin / Finance
 - Gilbert is making progress with the Advisory committee.
 - We should consider drafting a letter to address gaming concerns.
 - Fundraising / Unity Dinner
 - PR / Legislation
 - The subcommittee will help draft something for the healthcare forum
 - Program - Young Leaders Symposium (pg. 7)
 - Chun-Fai reiterated the attached exit survey results.
 - Program – Healthcare (pg. 8)
 - The Healthcare forum is happening on Saturday 11/23 in Lowell.
 - Sophy has drafted the attached flyer.
 - Save the date notices will go out soon, please assist with distribution.
 - Many ideas were tossed around, Elisa will assist with coordination.
 - Commissioners agreed to assist with specific tasks.
- Program - Economic Development
7. Old business
New Business
8. Next Commission meeting: Wednesday 11/6 @ 4:30pm

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) Code of Conduct: Voted by the Commission on 9/18/2013 [http://www.aacommission.org/images/aac/AAC_code.pdf]

5) 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	Code of Conduct	Resume	Biography	Photo
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
Bank Balance at beginning of month														
Income Sources														
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%												35,000
Unity Dinner	58,110	62.4%					24,339							
Event Sponsors	-	0.0%												
The Boston Foundation	-	0.0%												
Total Income	93,110						24,339							35,000
Expenses														
Salaries and Wages	25,000	100.0%		12,500										
Employee Benefits and Taxes	-	0.0%												
Processing Fees	-	0.0%												
Total Personnel Costs	25,000			12,500										12,500
Assessment/Survey	-	0.0%												
Financial Fees	1,609	7.1%												1,609
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							38
Professional Fees	1,350	6.0%												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
Total Non Personnel Costs	22,549		794	1,199		335	2,214	16,273	1,729					
Total Expenses	47,549		13,294	1,199	5	335	2,214	16,273	14,229					
Excess of Revenue Over Expenses	45,561													

