



# 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, December 11, 2013 at 4:30pm

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

1. Accept 11/06/2013 meeting minutes (pg. 2)
2. Commissioners' mandatory compliance items (pg. 3)
3. Healthcare Forum 11/23 debrief
4. Subcommittee updates (pg. 4)  
Admin / Finance / Gaming  
Fundraising / Unity Dinner  
PR / Legislation  
Program - Young Leaders Symposium  
Program - Healthcare  
Program - Economic Development
5. Debrief on meeting with Treasurer.
6. Planning the next Unity Dinner.
7. Sponsorship of event 12/10/2013, WhiteHouse AAPI @ QARI
8. Swearing-in Ceremony date TBD.
9. Old business  
New Business
10. Meeting the new Executive Director.
11. Next Commission meeting: Every second Wednesday, 01/08/2014



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## Meeting Minutes

Wednesday, November 6, 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 10/23/2013 meeting minutes (pg. 2)
  - Gilbert motioned to accept minutes, seconded by Kajal. Motion carried by a unanimous vote.
2. Commissioners' mandatory compliance items (pg. 3)
  - Commissioners will continue to fulfill their duties to satisfy the list.
3. Exploring the budget (pg. 4)
  - As Treasurer, Sophy tentatively proposes the following budget for 2014: \$1k economic development, \$3k unity dinner expense excluding food, \$2k pr, \$300/event resource fair, \$1500 young leaders symposium, \$500/event healthcare forum with proceeds going to partners.
4. Subcommittee updates (pg. 5)
  - Admin / Finance / Gaming
  - Fundraising / Unity Dinner
    - The dinner focused on one theme. We can explore a multi-theme event to open up new opportunities.
    - Awards can be named after appointing authorities, but may have potential conflicts. Other thoughts are legislative, business, public service, ally, etc. awards.
  - PR / Legislation
    - Joel signed up as Co-Chair.
    - First action item is to aggregate a list of PR contacts.
  - Program - Young Leaders Symposium
    - Additional update: Difficult to get an attendee number due to them going in and out. A better time might be 12-4pm. Timing and location to be discussed later.
  - Program – Healthcare
  - Program - Economic Development
    - The Treasury funded the Elder Services of Merrimack Valley. The same organization that Sophy suggested that we work with on financial literacy. We will explore more on this after the healthcare forum.
5. Healthcare Forum on Saturday 11/23
  - The Treasury will send a representative to give a welcoming remark.
  - The morning session will be on Diabetes, Hep. B, and ACA. The afternoon session will be an interactive discussion.
6. Old business  
New Business
7. Next Commission meeting: Wednesday, December 11, 2013

## 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](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								

#	Commissioner	# sub/committees	Executive Committee	Admin/Finance	PR / Legislation	Unity Dinner / Fundraisir Program - YLS	Program - Healthcare	Program - Econ. Dev.
1	Kenneth An	2	Kajal Chatopadhyay	Gilbert Ho	Evelyn Tang	Priti Rao	Elisa Choi	WingKay Leung
2	Joel Buenaventura	1	Elisa Choi	Kajal Chatopadhyay	Joel Buenaventura	Yan Jennifer Cao	Om Ganda	Sophy Theam
3	Yan Jennifer Cao	2	Sophy Theam	Priti Rao	Kenneth An	ChunFai Chan	Karen Tseng	Kay Dong
4	ChunFai Chan	2	Ken Fong	Sophy Theam	Ken Fong	Kay Dong	Yan Jennifer Cao	Gilbert Ho
5	Chris Chanysasukit	2	Ken Fong	Ken Fong	Wingkay Leung	Gilbert Ho	Kajal Chatopadhyay	
6	Kajal Chatopadhyay	3			Chris Chanysasukit	Larry Wong	Nick Chau	
7	Nick Chau	2				Larry Wong		
8	Elisa Choi	3				Nick Chau		
9	Kay Dong	3				Elisa Choi		
10	Ken Fong	3						
11	Om Ganda	1						
12	Gilbert Ho	3						
13	WingKay Leung	2						
14	Vesna Nuon	1						
15	Priti Rao	3						
16	Evelyn Tang	1						
17	Sophy Theam	3						
18	Karen Tseng	1						
19	Larry Wong	2						
20								
21								

**Executive Committee**  
 Kajal Chatopadhyay  
 Elisa Choi  
 Sophy Theam  
 Ken Fong

**Admin/Finance**  
 Gilbert Ho  
 Kajal Chatopadhyay  
 Priti Rao  
 Sophy Theam  
 Ken Fong

**PR / Legislation**  
 Evelyn Tang  
 Kenneth An  
 Ken Fong  
 Wingkay Leung  
 Chris Chanysasukit

**Unity Dinner / Fundraisir Program - YLS**  
 Priti Rao  
 Yan Jennifer Cao  
 ChunFai Chan  
 Kay Dong  
 Gilbert Ho  
 Larry Wong  
 Nick Chau  
 Elisa Choi

**Program - Healthcare**  
 Chris Chanysasukit  
 ChunFai Chan  
 Kay Dong  
 Larry Wong  
 Priti Rao  
 Vesna Nuon  
 Kenneth An

**Program - Econ. Dev.**  
 Elisa Choi  
 Om Ganda  
 Karen Tseng  
 Yan Jennifer Cao  
 Kajal Chatopadhyay  
 Nick Chau

**Program - Healthcare**  
 Om Ganda  
 Karen Tseng  
 Yan Jennifer Cao  
 Kajal Chatopadhyay  
 Nick Chau

**Program - Econ. Dev.**  
 Sophy Theam  
 WingKay Leung  
 Kay Dong  
 Gilbert Ho

The executive committee assumes general managerial responsibilities over the Commission. They support and maintain focus for all the subcommittees.

-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.

-monitors legislative, community, & gaming activities and makes recommendations, prepares public messages, and ensures a consistent and positive image.

-mobilizes the efforts in forming the annual dinner. Duties include: identifying keynote/honorees, co-chairs, sponsors, venue, and pooling resources from all Commissioners.

-establishes a regular program that cultivates the next generation of leaders. Identifies possible funding sources so this can be a flagship program of the Commission.

-helps set the theme for 2013. Monitors the activities of public and private healthcare sectors. Finds venues where the Commission may be a partner in the health discussions.

-supports and promotes various opportunities that strengthens the local and state economy of Massachusetts. First tentative project is a financial literacy program for Lowell.