



The Commonwealth of Massachusetts Asian American Commission

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Wingkay Leung

Mary K. Y. Lee

Nina Liang*

Chung Liu

Dimple Rana

Anil Saigal

Ying Wang

Executive Director

Jenny Chiang

One Ashburton Place

12th Floor

Boston, MA 02108

www.aacommission.org

Meeting Minutes

Tuesday, December 10, 2019, 7:00pm to 8:30pm
Pao Arts Center, 99 Albany St, Boston, MA 02111

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

Attachments:

- Meeting minutes, 8/5/19, 9/14/19, 9/18/19, 9/30/19
- Executive Committee Report
- Staff Report
- Election policy & procedures
- Staff job descriptions
- 2019 Nonprofit budget / FY20 State appropriation
- Executive Officer Candidate Statements
- Malden US Census Job Fair flyer

Present in person staff: Jenny Chiang, Jessica Wong, Brooke Yuen
Vira calls meeting to order at 7:15pm.

1. Approval of minutes from August 5, 2019 – **VOTE**

Bora motions to accept minutes from August 5, 2019. Mabel seconds.

Yes: Philjay, Vira, Bora

Abstain: Anil, Ying, Mabel, Mary Chin

- Motion tabled

2. Approval of minutes from September 14, 2019 – **VOTE**

Philjay motions to approve minutes from September 14, 2019. Bora seconds

Fully transcript meeting available at request

Yes: Bora, Mabel, Philjay, Vira

No: Anil

Abstain: Ying, Mary Chin

- Motion passed

3. Approval of minutes from September 18, 2019 – **VOTE**

Philjay motions to approve minutes from September 18, 2019. Bora seconds.

Ying states misspelling of her name in call of attendance.

Yes: Philjay, Ying, Anil, Bora, Mabel, Vira

Abstain: Mary Chin

- Motion passed

4. Approval of minutes from September 30, 2019 - **VOTE**

Philjay motions to approve minutes from September 30, 2019. Mabel seconds.

Ying states misspelling of her name in call of attendance.

Yes: Bora, Philjay, Mabel, Vira, Jonjy, Nina

No: Anil

Abstain: Ying, Mary Chin

- Motion passed



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5. Executive Committee Report (Vira, 10 mins)
 - Jenny highlighted AAPI Civil Rights Forum
 - Vira highlighted YLS committee for a successful event
 - The EC voted to sponsor CMAA gala
 - Vira and staff had a call with Richard Chu in Western MA to brainstorm possible ideas for next year
6. Discussion on auditing for AAC (Vira, 15 mins)
 - Staff should get quotes for a few different auditors
 - Auditor's office can audit AAC, but this would occur when they audit the Treasury. The Auditor's office picks a specific scope to audit within the Treasury.
 - Staff to look into auditing at other Commissions
 - Vira clarified if the AAC would like to pursue auditing for the nonprofit or state entity. Assume auditing for nonprofit to ensure proper management of finances.
 - Staff to create a request for proposal about what we are looking for
7. Discussion on letter from Amherst School Committee Chair (Vira, 10 mins)
 - Letter from Eric Nakajima was provided electronically to Commissioners
 - Vira provided background of the incident regarding disapproval of Vira's Facebook post on her personal account
 - Discussion tabled to end of the meeting until physical copies are available
 - Physical copies were made available to all at 8:30pm
 - Gilbert suggests that as long as Vira did not use her official position as AAC and commenting from her personal views, there should be no further discussion
 - Mabel agrees that Vira has the right to express her own opinions as a citizen
 - Nina expresses appreciation towards Vira presenting this discussion to the Commission. Nina agrees that Vira did not represent AAC in her comments and thanks Vira for her honesty in bringing this to the Commission's attention.
8. Review of internal policies (Vira, 10 mins)
 - Jenny clarified that the election procedure from 2018 was based off a previous internal policy
 - Mabel clarified that the previous policy required Commissioners to be present in person to run for an Executive Officer position. The new policy does not incorporate wording on whether a candidate needs to be present.
 - Bora states that if the Commission voted on a new policy, we need to follow the new policy and replace the previous policy
9. Subcommittee updates (if any): max time 3 mins each
 - Unity Dinner/Fundraiser (Vanna, Chair)
 - Jenny states that the venue is confirmed for Thursday, May 21, 2020 at the UMass Lowell Inn and Conference Center
 - Legislation Committee (Nate, Chair)
 - Vira announced upcoming census job fair on Thursday, December 12 in Malden.



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PR Committee (Mary L., Chair)

- Deferred for subsequent discussion

Ying Wang steps away from the meeting

Finance/Admin (Mabel, Chair)

- Budget Approval – **VOTE**
 - Philjay suggests allocating funds towards census outreach
 - Mary C. suggests that census already has their own funding
 - Gilbert states that funding is available for census outreach
- Staff Review – **VOTE**
 - Mary C asks Gilbert rate of staff salary increase at the Treasury. Gilbert states there is a cost of living adjustment of 2%.
 - Jay states that she was hired at 20 hours part time initially to do administrative work. She presented a portfolio of what she has been doing since hire. Jay highlighted that she performs tasks outside of her initial job description such as social media management and graphic design. She presented her portfolio for all those present in the room.
 - Vira states that Jay took on more responsibilities while Jenny was on leave
 - The Executive Committee is tasked with making recommendations at the January meeting
 - Motion to approve a \$1250 additional one-time compensation for Jessica Wong to compensate additional duties taken during the Executive Director's absence – motion passed.

Mary Chin steps away from the meeting

Anil Saigal steps away from the meeting

Health and Human Services (Mary C. & Vanna, Co-Chairs)

- Deferred for subsequent discussion

Young Leaders Symposium (Nina & Philjay, Co-Chairs)

- Deferred for subsequent discussion

Economic Development (Mary C., Chair)

- Deferred for subsequent discussion

10. Annual Election of Executive Officers (Jenny, 10 mins) – **VOTE**

- Elections initiated at 7:50pm
- Anil states that in 2018, we did not allow online voting
- Mabel states in 2018 it was incorrect to not allow online elections and not properly done
- The Executive Director passed out ballots and collected them once complete.
- One person abstained from voting and submitted an empty ballot



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Election results:

Chair

- Vira Douangmany Cage: 7
- Mary K. Y. Lee: 2

Vice Chair

- Mabel Lam: 7
- Anil Saigal: 2

Treasurer

- Bora Chiemruom: 7
- Pralhad KC: 2

Secretary

- Chung Liu: 3
- Philjay Solar: 6

11. Old business

12. New Business

13. Next Commission meeting to be determined

14. Other Community updates & Meeting adjourned

Philjay motions to adjourn the meeting. Nina seconds.

- Motion passed unanimously



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