Meeting Minutes  
Tuesday, December 4th, 2012  
One Ashburton Place, 21st Floor  

Absent Commissioners are highlighted on left.  
Remote Participants are indicated by an asterisk*.  

1. Review of 11/8 minutes.  
   - Priti Rao motioned to accept minutes, seconded by Kay Dong. Motion carried by an unanimous vote.

2. Vote to accept the Trust agreement to finalize the 501(c)3 application.  
   - The name of the trust is the Massachusetts Asian American Commission. It is a separate entity that governs the nonprofit status. Four Trustees are needed and will automatically be the four members of the Executive Committee.  
   - Grace Lee motioned to accept the Trust, seconded by Geoffrey Why. Motion carried by an unanimous vote.

3. Provide updates on meetings with the appointing authorities.  
   - We met with the Attorney General, Auditor, and Treasurer. Once a meeting is set up with an office, their respective appointees will also be notified.

4. Review the conflict of interest form.  
   - Every Commissioner needs to complete an online course. Current public employees should submit to Jason a printed confirmation if they have already done it. Jason will get everyone to comply after the January meeting.

5. Review the election procedures for the post swearing-in meeting in January.

6. Review the 2013 draft calendar of events.  
   - Most of the dates are tentative. Use the calendar to coordinate the best possible time for Unity Dinner.

7. Review the annual report.

8. 2013 Unity Dinner  
   - We set a regular call time, anyone can join in. Evelyn and Priti will lead the discussion.

   - Jason will resend the ED evaluation form. Please submit it to Geoffrey ASAP.

10. Paul Lee & Geoffrey Why's last Commission meeting. They are the longest-serving Commissioners (6 years or two full terms). It has been an honor working with you!

11. Old business  
    New Business