



AsiaConnect Board Meeting Minutes

Monday, June 29, 2020

3:00 - 4:30 pm

Zoom

Executive Officers Present (box checked):

Brown, Grace Lin, Miranda Supanichrattana, Gig Zeng, Li

Agenda Items

- Welcome Back Potluck Party
- Miscellaneous (Subcommittees and Board member responsibilities)

Welcome Back Potluck Party

- **Discussion with EHS**
 - Food/Drink Preparation
 - Bringing food to share is not suggested on campus. EHS recommends distributing food as an individual package (to-go container) instead of buffet style. Single-use silverware is recommended.
 - Bottle water is also advised by EHS or a larger size (gallon) of drink can also be used.
 - Cleaning Supplies
 - Cleaning supplies should be provided at the event such as sanitizing wipes and hand sanitizer gel.
- **Invitation:** Typically send an email invitation to the following groups a week prior to semester starts.
 - Office of the President
 - Vice Presidents (Academic Affairs and Provost, Finance and Planning, Student Affairs, and University Advancement)
 - Deans of Academic Colleges (CAST, CAS, COB, COE, CFA, and MCN)
 - Leaders of RSOs (Asian Pacific American Coalition (APAC) and African Students Association)
 - ISU affinity groups (Organization of Latino/a Employees and ISU Military Affinity Group)
 - Listserv
- **Date/Time**
 - Usually hold the event on Friday at the end of August or the beginning of September
- **Potential Locations**
 - On-campus locations such as Redbird Plaza and People's Park (between S. University St. and Beaufort St.)
 - Off-campus locations such as Anderson's Park on College Avenue
- **Temperature Checking**
 - Executive Board suggested taking attendee's temperature. Do we allow to do that ourselves? Should consult with EHS
- **Tables/Chairs**
 - Off-campus site: Limited tables/chairs but pay a small amount of fee to reserve the park (e.g., \$50 for Anderson's Park)
 - On-campus site: Will need to allocate some funding to pay for table/chair set up.



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Miscellaneous

- **AsiaConnect Subcommittees**
 - Recruit members who can commit to serve on Subcommittees
 - Li can send a letter/email to seek out for volunteers who want to serve on Subcommittees
 - Check with former Officers whether they are willing to continue supporting AsiaConnect; would be great to reach out to the new faculty and staff as well
- **Scholarship Review Committee**
 - Grace proposed to establish the Scholarship Review Committee and recommended these individuals to serve on the committee including Alexandria Ratcliff (Associate Director for Study Abroad), and Matthew Schwab (Assistant Director, International House and Special Programs).
- **Responsibilities of AsiaConnect Executive Board Members**
 - Li wants to review information on the responsibilities of each Executive Board member. So, reach out to Archana to get information.
 - If there is any adjustment of responsibilities made, Li can share it with new Officers.

Action Item

- In upcoming meeting, Li will set up a zoom call with the Subcommittee members to discuss the Welcome Party and other agenda items.