



AsiaConnect General Meeting Minutes

Friday, July 24, 2020

3:00 - 4:30 pm

Zoom

Members Present (box checked):

- | | | | |
|--|--|--|---|
| <input checked="" type="checkbox"/> Chang, S.J. | <input checked="" type="checkbox"/> Khalilallahg, Judi | <input type="checkbox"/> Pereira, Kim | <input checked="" type="checkbox"/> Tsui, Christine |
| <input type="checkbox"/> Cheung, Tak | <input checked="" type="checkbox"/> Lin, Lin | <input type="checkbox"/> Riaz, Ali | <input checked="" type="checkbox"/> Tian, Taylor |
| <input checked="" type="checkbox"/> Han, Suejung | <input checked="" type="checkbox"/> Nakamura, Mayuko | <input type="checkbox"/> Shekara, Archana | <input type="checkbox"/> Wang, T Y |
| <input type="checkbox"/> Harrison, Eva | <input type="checkbox"/> Park, Do-Yong | <input checked="" type="checkbox"/> Su-Rusell, Chang | |

[Note: Due to a problem with the zoom invitation link, Kim and T Y could not get to the meeting; Do-Yong could not join the meeting, but he sent his comments to Li Zeng]

Executive Officers Present (box checked):

- | | | | |
|--|--|--|--|
| <input checked="" type="checkbox"/> Brown, Grace | <input checked="" type="checkbox"/> Lin, Miranda | <input checked="" type="checkbox"/> Supanichrattana, Gig | <input checked="" type="checkbox"/> Zeng, Li |
|--|--|--|--|

Agenda Items

- Welcome Back Party
- Membership Fees
- Subcommittees

Welcome Back Party

Prior to this meeting, the Executive Board Members had discussed the Welcome Party with EHS to seek out proper safety guidance.

- **Location**
 - Choosing Anderson Park as a party location because the park has two shelters and accommodates proper social distancing. There is no reservation required so it is available on a first-come, first-serve basis.
- **Number of Participants**

Do we set a limit on how many people can join the party?

 - Limited to 50 people per group even if it is an outdoor event.
 - We should send an email to inform participants once we reach the maximum capacity.
 - In the past, an email invitation was sent out with RSVP (one week in advance). Suggested to send out an email as soon as possible and send a follow-up email one week in advance.
 - Past year participants
 - Approximately 80 to 90 participants attended the event last year. This number includes approximately 10 people from the administration.
- **Chairs/Tables**
 - Should we bring extra chairs or get 50 chairs from somewhere in advance?
 - Li mentioned that she can bring more chairs if needed.
 - Should encourage participants to bring their own chairs/tables if needed. This should be optional.



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- **Email Invitation**

- An email invitation should be clear on requirements/safety guidance and may include important reminders.
- All participants are encouraged to bring their own chairs.
- To attend the event, all participants (except younger children) are required to wear a face covering. If social distancing cannot be maintained, you should wear a face covering. While eating or drinking, we encourage you to maintain a 6-foot distance.
- We all can remind each other to maintain social distancing.

- **Date/Time**

Executive Board Members discussed three possible dates for the event including August 28, September 11, or September 18.

- Friday works great in the past years. Park may be too crowded on Saturday. Suggested to make a reservation on Friday due to more flexibility for participants to join.
- Would it be better to postpone the date later in September or early October? October may be too late, and we may have more cases in town. Second Friday (August 28) may be great and September 18 can be a backup date.

In the past years, we always started the event at 5:30 p.m.

- Suggested to start at a later time (6:00 p.m.). Sometimes we don't get food on time from the restaurant. It would be nice to have some activities at the beginning of the event in case we need to wait for food.

- **Temperature Checks**

The Executive Board suggested taking attendees' temperature checks.

- Li reached out to Town of Normal and found that we are not required to that on our own.
- Suggested to include a friendly message stating something that "If you are not feeling well, please stay home. We'd love to see you at our next event." After the meeting, Grace also provided additional suggestions (For the safety of everyone, if you are not feeling well, have a fever, or think you might have been exposed to somebody who is ill, please stay at home or seek help. We look forward to seeing you at another AsiaConnect Event.)

- **Cleaning/Supplies**

- Hand sanitizer should be provided at the event according to EHS guidance.
- Face coverings should be purchased in case participants forget to bring them.
- Dinner boxes will be purchased online once we know the headcount.

- **Food/Drink**

- Plan to order Chinese food from Great Wall and cookies from Sam Club. Need one volunteer to help with food packing at Great Wall. Water bottles and silverware wrapped with plastic will be provided.



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- **Survey: Should we send a survey to our members? Do you mean RSVP?**
 - Gig can create an online RSVP form.
 - Needs to know headcount at least two days in advance so that we can order food. Let's get the headcounts one week in advance.
 - Should we consider limiting the number of people attending the event? Some faculty/staff have children. If we limit the number of participants for each family, they may not be able to attend. We decided not to limit family members. In the letter, we'll ask members to cancel their reservation if they cannot come.

Membership Fees

Currently, we are the only affinity group collecting a \$25 membership fee.

- No membership fees
 - If we don't collect a membership fee, that means anyone can vote. People on the listserv receive a link can vote anyway. If we want AsiaConnect to be more influential, we need to get more people interested. Hoping to have more people to join us as many people still don't know AsiaConnect. If they see the benefits of being a member, they will be willing to pay if
 - With sufficient funds (\$2,500) allocated from the Office of the President, VP Academic Affairs and Provost, VP Finance & Planning, VP Student Affairs, and VP University Advancement, we may not need to charge for the membership fee.
 - Is \$2,500 enough to support activities/events? Every year AsiaConnect spends no more than \$2,500 and get grants to support the film copyrights at Normal Theater. If we don't host a film festival, \$2,500 shall be sufficient.
 - Suggested to talk to Grace to understand the restrictions of how Provost's fund can be spent.
- Small membership fee
 - Do-Yong suggested reducing the membership fee to \$5. The reduced fee makes people feel a sense of belonging and motivation.
 - Even if it is a small amount of money, we have more flexibility in spending it on special occasions (e.g., for a gift card, giveaways, etc.).

Subcommittees

- **Scholarship Review Committee**
 - Grace proposed to establish the Scholarship Review Committee and recommended the following individuals to serve on the committee. These include Alexandria Ratcliff (Associate Director for Study Abroad), and Matthew Schwab (Assistant Director, International House, and Special Programs). They can bring their expertise to the scholarship review process.
 - Advisors including Do-Yong, Archana, T.Y., and Christine suggested keeping the process simple. It may not be necessary to have a separate Scholarship Review Committee. Li will ask one of the Subcommittees to take lead in reviewing the applications. Do we need at least four people to review applications?



AsiaConnect General Meeting Minutes

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- We checked with TY and learned that it was not a criterion to have outside reviewers to serve on our scholarship review committee
- **AsiaConnect Scholarship**
 - Three years ago, we created a scholarship providing a \$300 awarding fund to support students who study Asian cultures and to students who study abroad in Asian countries.
 - Do we have criteria to select final receipts?
 - After scholarship approval, Treasurer will write a check to the receipts
 - Award receipts are required to deliver the presentation of their learning experience to the Executive Board.
 - Does the scholarship award need to be used for study abroad only? In the past two years, we give preferences to students who study abroad in Asian countries. Applicants will not be qualified if they study in their home country. In a unique circumstance like COVID-19, students cannot study aboard so we should consider adding other criteria.
 - Additional suggestions on the application criteria
 - Our members should review the criteria and try to make the scholarship more inclusive. Reduce some bias by opening more opportunities for students to apply such as developing inclusive purpose or adding eligibility criteria (student conducting meaningful research projects associated with Asian culture or countries is eligible to apply)
 - Scholarship Advertisement
 - Send out an invitation email/letter to AsiaConnect Listserv.
- **Other Subcommittees**
 - Li expresses her appreciation to all the members who are on the call today.
 - Still have some vacant positions. Hopefully, we have more faculty/staff to join us.
 - Send an email invitation email/letter
 - In the past, typically send out an RSVP along with an invitation email. Responses are sent directly to Li.
 - Create an online form to collect expected participants. Would be great to add a check box noting that "Are you a new faculty/staff at Illinois State?" So that we can add them to the listserv. Adding another field asking "How many people will attend the event with you? Can the survey be turned off once we reach the maximum number of people? Gig will make sure to set it up.
 - Lin would love to help to promote Welcome Back Party if the members are ok to share an invitation letter/email with her. She plans to share it in a group on WeChat.

Decisions

- **Potluck Party**
 - Location: Select Anderson's Park as a party location
 - Time: Finalize the event to start at 6:00 p.m.
 - Send an email invitation to the listserv as early as possible. May include the following helpful information/reminder.



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- Safety guidance/food preparation
 - Hand sanitizer will be provided at the event.
 - Single-use utensils in a sealed bag will be provided.
 - Food will be packed in an individual container box.
- All participants are encouraged to bring their own chairs/tables if needed, but this should be optional.
- Please inform us if you can't attend.
- Date: August 28 or September 18 (in case of inclement weather) as suggested dates
- Number of Participants: Limit 50 participants at the event
- **Scholarship Review Committee**
 - Decided to not have a separate Scholarship Review Committee.

Membership Fee

- In the meeting, we agreed to cancel the membership fee. However, suggested checking AsiaConnect Constitution before we officially cancel the membership fee.
- Suggested to have a conversation with Grace regarding this fee and check with her about the restrictions of spending allocated fund from Provost. Before the meeting, Li have contacted the Comptrollers' Office and Sponsorship Office on our scholarship issues. We can have our own members to review applications. We do have to follow their policies and submit a scholarship form. Award money will be distributed to the scholarship recipient's account. We'll ask recipients to keep receipts for the \$250 expense.
 - After the meeting, Grace responded to the concern of utilizing funds. Note that restrictions for the Affinity Group fund is for programming. The fund cannot be used to purchase gift cards, cannot give cash awards, if used for scholarships, ISU policies must be applied, receipts and other supporting documents must be submitted.

Action Items

- Gig will create an online RSVP form to gather participant information and share a quick link with Li early next week (last week of July).
- Gig will send Li HR contact info.
- Li will check with HR to see if we can get the contact information of the new Asian faculty/staff.
- Li will send out an email invitation for the Potluck Party to Listserv. Will also share an email invitation/letter with Lin.
- Li/Miranda will check with the Town of Normal to reserve the space on August 28 if possible.
 - They don't take reservations anymore. I will arrange to get to the space as early as possible on that day
- Miranda will help with ordering food and other items (face coverings, food boxes, and hand sanitizers, single-used utensils, food from Great Wall, and cookies from the store).

Next Meetings: TBD.