



AsiaConnect Board Meeting Minutes

Friday, August 7, 2020

2:30 - 4:00 pm

Zoom

Executive Officers Present (box checked):

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

Agenda Items

- Programming
- Scholarship
- Constitution
- Welcome Back Party
- General Meeting
- Website/Membership

Programming

- Li talked to the Programming and Social as well as Membership and Recruitment committees about programming planning. The committees will work together and present ideas to Li/Exec Board before the Welcome Back Party, August 28.

Scholarship

- Suejung Han is tasked to lead a discussion on the scholarship review. Li recommended creating a channel on Teams for effective communication. After two weeks of the semester started, Li will send an email reminder to the team to ensure a conversation is initiated and in progress.

Constitution

- Ad hoc committee, including Li Zeng, Miranda Lin, Ali Riaz, and T Y Wang, is tasked to revise the Constitution and provides recommendations at the General Meeting on Friday, September 25. Li will also share recommendations with the members to gather questions/comments ahead of time so that we can better prepare for a discussion before the meeting.
- Grace advised adding a Financial Report section to the Constitution. This will help to increase transparency within our group.

Welcome Back Party

- We decided to postpone the party this year. Archana recommended having a zoom meeting to welcome new faculty/staff as well as new Board members. This is a great opportunity to introduce AsiaConnect to new people who don't know us or might be interested in getting involved.
- Li previously proposed a meeting schedule from 3 to 4 pm, which might be too early for some people to join the call. What if we meet at dinner time between 6 to 7:30 pm on Friday, August 28, 2020? Great idea to utilize dinner time and had a great conversation at the same time.
- Li received a list of new faculty/staff from Human Resources. Can use this list to send out an email invitation of the Welcome Back Party?



AsiaConnect Board Meeting Minutes

Friday, August 7, 2020

2:30 - 4:00 pm

Zoom

General Meeting

- The meeting will be held every fourth Friday of each month from 12 to 1 pm. The schedule can be adjusted later if it doesn't work well. Typically send out an invitation email to the listserv.

Website

- **Meeting Minutes**
 - Typically, advisors review the meeting minutes on the website to receive up-to-date information when they couldn't attend the meeting. Recommend posting meeting minutes periodically on the website so that members who are interested in can check the updated information as needed.
 - Minutes should be reviewed and edited if needed before posting on the website. Gig can share the minutes with the Board members in MS Teams.
- **Content Updates on Webpage**
 - Gig advised to review our webpage to ensure that we keep it up to date. Hopefully we can develop a more engaging webpage since we tend to have fewer in-person meetings during this unique circumstance. Could we work together to review and update the webpage?
 - Li thinks that adding more contents on website may need a little more time to work together. After the first month of the semester, we can ask our members some advice and possibly revisit the contents for potential improvements.
- **Possibility to Collect Donation through Online Giving**
 - We might be able add "Make a Gift" on our webpage but may need to identify a specific purpose of having the foundation account setup. Gig/Grace will work together to find out the possibility.
 - Can we use the funding from the foundation account to purchase giveaway items/souvenir? Grace thinks that there are some restrictions to utilize funding from the foundation account.
 - Maybe try an alternative option by getting a check directly from the donor. Then, deposit into the AsiaConnect checking account (ISU Credit Union).

Membership Form

- Since we cancel the membership fee, we still need to know our members.
 - Suggested to utilize an online membership form that is similar to the Welcome Back Party RSVP Form to gather membership information. Li plans to send out a letter to AsiaConnect listserv about the membership cancellation after the Welcome Back Party.

Other

- We should have the items that represent AsiaConnect and we can give it to the new members and/or recognize AsiaConnect members' contribution. We used to give a plaque to the first AsiaConnect President/Vice President. Maybe include this into the agenda item on September 25, 2020.



AsiaConnect Board Meeting Minutes

Friday, August 7, 2020

2:30 - 4:00 pm

Zoom

Decisions

- Cancel in-person meeting for the Welcome Back Party and set up Zoom meeting instead from 6 to 7:30 pm on Friday, August 28.

Action Items

- Gig/Grace will work together to figure out the possibility of getting the account set up for donation.
 - Grace will check with Credit Union to see if the donor can write a check and deposit directly to the AsiaConnect account.
 - Gig will seek out guidance/advice from University Advancement regarding the donation.
- Gig will share meeting minutes in Teams for Executive Board to review and approve before posting on website.
- Gig will create an online membership form that is similar to the RSVP Form.
- Li will draft a letter to inform the listserv on the change of the Welcome Back Party and a letter for membership cancellation.
- Li will share recommendations with the Exec Board/committee members to gather questions/comments ahead of time so that we can better prepare for a discussion before the meeting.