Meeting Minutes
May 19, 2020, 6:30pm to 8:00pm

Meeting held via teleconference in compliance with the Governor’s Executive Order on the Open Meeting Law and COVID-19

Attachments:
- Monthly Executive Committee Report
- Monthly Staff Report
- Meeting Minutes, March 31, 2020
- Meeting Minutes, April 21, 2020
- 2020 Nonprofit Budget / FY20 State Appropriation
- Website Design Quotes
- COVID-19 Grantees Proposal
- Bhutanese Society of Western MA Draft MOU & Request Letter
- AAC Bylaws

Vira called the meeting to order at 6:36pm.
Staff present remotely: Jenny Chiang, Jessica Wong, Brooke Yuen, Sheila Vo

1. Approval of minutes from March 31, 2020 & April 21, 2020
   - Mabel motions to table discussion on the meeting minutes for next meeting, Nate seconds.
     - Yes: Nate, Bora, Danielle, Ying, Mabel, Pralhad, Mary C., Mary L., Vira
     - Abstain: Philjay, Betty
   - Motion passed

2. Executive Committee & Staff Reports
   - Jenny provided an overview of the Executive Committee Report
   - Jay and Brooke provided and overview of the Staff Reports

3. COVID-19 Grants
   - Received 20 applications
   - The committee is recommending to fund 13 applicants at this time
   - The committee focused on equitable distribution of funds and was mindful of lack of staff capacity
   - 1 grantee at the $600 level: Springfield Vietnamese Culture Association
   - 3 grantees at the $300 level: Volumelithic, Joy in Tutoring, Tuan Pham
   - AACA was recommended as a grantee. Mary C. decided to rescind their application.
   - Philjay asks if it’s possible to extend the application to allow Mary C. time to
complete disclosures.

- Mary C. recommends to proceed and allow funding to go to another organization.
- Vira expressed that there may appear to be an unfair advantage from outside of the Commission if AACA was a grantee, which prompts the need for a disclosure.

**Vote**

- Philjay motions to vote on the grantees with the exception of AACA. Sam seconds
  - Yes – Sam, Nate, Danielle, Ying, Mabel, Haniya, Bora
  - No – None heard
  - Abstain – Mary C., Mary L., Philjay, Pralhad, Betty
- Motion passed

4. **AAC Website Development Proposals**

- Jenny states that all vendors were found through google search. All vendors were requested to provide quotes to redesign the website, incorporate a multilingual feature, and add a donation button.
- Mabel suggests Commissioners looks at the former client examples and rank the vendors.
- Betty recommends to table the discussion.
- Philjay recommends to proceed with selecting a vendor as the item has been brought up in previous meetings.
- Danielle states that Atomik Design has the most services in comparison to the other vendors.

**Vote**

- Mabel motions to vote on adopting Atomik Design as our website vendor. Danielle seconds.
  - Yes – Vira, Philjay, Sam, Bora, Mary L., Nate, Danielle, Mabel, Ying, Mary C., Betty, Pralhad, Haniya, Jonjy
- Motion passed unanimously

5. **Bylaw Change Proposal: Gender Inclusive Language**

- Danielle states that some Commissioners noticed that the bylaws do not include gender inclusive language to stop using she/her and he/his and to use they/them.
- Philjay motions to table to the Governance Committee

6. **Discussion on Additional Subcommittees**

- Mary L. asked for clarity on Finance and Governance committees.
- The Finance and Governance committee is included as one subcommittee.
- Bora suggests that auditing falls under finance.
- Commissioners can participate in governance, finance, and communications under one subcommittee.

7. **Subcommittee Updates**

**Development (Vanna, Chair)**

- Deferred for subsequent discussion

**Government Relations, Advocacy, & Civil Rights**

- Governments Relations (Sam, Chair)
• Civil Rights (Bora, Chair)
  ○ Deferred for subsequent discussion

Governance, Finance, & Communications
• Governance (Nate, Chair)
• Finance (Bora, Chair)
• Communications (Danielle, Chair)
  ○ Deferred for subsequent discussion

Education & Leadership Development
• Education (Meena, Chair)
• Leadership Development (Philjay, Chair)
  ○ Young Leaders Symposium usually happens in October. With the pandemic, may have to consider alternative platforms or postponing the event.

Health and Human Services (Mabel, Chair)
• Deferred for subsequent discussion

Small Business & Economic Development (Nina, Chair)
• Deferred for subsequent discussion

8. Old business
• Bhutanese Society of Western MA MOU. AAC received a request for funding in March, 2020.

Vote
• Betty motions to table discussion on MOU, Mary L. seconds.
  ○ Yes: Betty, Mary L., Ying, Mary C., Pralhad
  ○ No: Vira, Nate, Danielle, Philjay, Mabel, Bora, Haniya
• Motion does not pass
• Bora makes point of order that we need to spend funding before the end of the fiscal year.
• Danielle, Bora, and Mabel state that we decided to use funding from Western MA budget

Vote
• Mabel motions to vote approving the MOU, Bora seconds.
  ○ No: Betty, Mary C., Mary L., Pralhad
  ○ Yes: Mabel, Danielle, Philjay, Ying, Nate, Bora, Vira
• Motion passed

9. New Business

10. Next Commission meeting and proposal for 2 meetings/month

11. Other Community updates & Meeting adjourned
• Bora moves to adjourn the meeting, Mary L. seconds.
  ○ Vira asks for any objections - None heard.
• Motion passed unanimously