



The Commonwealth of Massachusetts

Asian American and Pacific Islanders Commission

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Tuyet Tran

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Agenda

Governance & Finance Subcommittee Meeting

Wednesday, July 9, 2025

3:00 – 4:00 pm

Zoom: <https://us02web.zoom.us/j/5699048155?omn=85825876626>

*Please note that this meeting will be recorded

The meeting will be held via teleconference in compliance with the Governor's Executive Order on the Open Meeting Law and COVID-19.

Attendees: Gary Chu, Danielle Kim, Saatvik Ahluwalia

1. Call to Order

- a. Gary moves to open the meeting. Danielle seconds.
- b. Voted by roll call: Yes (Saatvik, Danielle, Gary). Approved unanimously.

2. Commissioners Check-in

3. Update on Interim ED

- a. Meena Bharath accepted Interim ED position, pending Treasury contract creation, needs to be signed
- b. Saatvik Ahluwalia discusses the need to resign from the Commission to apply for the ED role and the process of voting on proposals.
- c. Shubhechha Dhaurali inquires about resigning from the chair position, and Saatvik clarifies that he must resign from the Commission entirely.
- d. Gary Chu and Danielle Kim agree to start the meeting, and Saatvik outlines the plan to discuss the ED role and budget during specific sections of the meeting.
- e. Saatvik updates the group on the interim ED, Meena Bharath, and the process of writing up her contract.

4. Budget Discussion

- a. Saatvik sent out some numbers regarding the FY25 budget into FY26, as well as the total number of budget
- b. Saatvik suggests the Communications person not be at Director role, but rather contracted- Contractor can also
- c. Another suggestion is to hire Event Planner Contractor for Unity Dinner instead of Communications Director
- d. Est. \$30K is a lot of money to allocate for an executive search consultant in our tight budget (~30% of ED salary)
 - i. Perhaps instead, allocate staff and Commissioner time to jointly do the work.
- e. Reduction on what are most relevant languages to cut down on costs
 - i. Suggestion: using some AI method to translate, and check over using actual-person
 - ii. Maybe 5-6 languages could be better cost wise
- f. Communications responsibilities - manager level seems like OK



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- i. Social media
- ii. Event flyers
- iii. Tabling
- iv. Website changes
- v. Annual report (perhaps move into Exec Director)
- g. Unity Dinner planning (ADD TO COMMISSION MEETING on Unity Dinner continuation)
 - 1. Not making money on this dinner, supposed to be for fundraising but not too many sponsors to cover costs. More less time intensive meeting formats that could be valuable.
 - ii. Danielle- suggests Communications & Events Coordinator/Manager but does not advocate for a Events Coordinator since they can be very, very costly.
 - 1. Social media management + newsletters
 - 2. Some graphic design background
 - 3. Confident writer for annual report process
 - h. Danielle Kim emphasizes the importance of a full-time communications role to handle various tasks, including event flyers, website updates, and toolkits for partners.
 - i. Saatvik proposes hiring a slightly more junior person for day-to-day communications management and considering hiring out for press-related tasks.
 - j. The group discusses the potential cost of hiring an event planner for the Unity dinner and considers alternative, less resource-intensive event formats.
 - k. Shubhechha Dhaurali suggests rethinking the Unity dinner responsibilities and involving more staff and commissioners in the planning process.

5. Fringe Benefits and Vacation Pay

- a. Gary Chu and Saatvik discuss the need to include fringe benefits in the budget and the importance of accurately estimating vacation pay.
- b. Leela Ramachandran and Shubhechha Dhaurali provide information on the current budget and the need to reallocate funds for vacation pay.
- c. The group considers the complexity of budgeting for vacation pay and the need for frequent reallocation meetings.
- d. Saatvik proposes reaching out to the Treasury for a more accurate estimate of fringe benefits and vacation pay to ensure the budget is accurate.

6. ED Role Staff Compensation (VOTE)

- a. Proposing a \$2,500 stipend per three months of expanded responsibilities and up to \$2,500 additional for three more months

7. Performance Raise (VOTE)

- a. Decline to propose a retroactive performance raise

8. Inflation Adjustment (VOTE)

- a. Proposing a 3.67% inflation adjustment for staff in line with State guidance

Gary Yu joins; Gary Chu and Saatvik Ahluwalia leave at 3:57 pm.



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9. Executive Director discussion

- a. Not sure what the current Chair resigning to be considered for this role may mean for the Chair position for the Commission
- b. Search has previously been a committee of 6 commissioners with one chair
- c. Would like a lead for this process who is familiar with Commission but hasn't worked closely with any possible candidate
- d. Saatvik suggests exploring a more equitable approach to the recruiting process, involving both staff and commissioners in the application review.
- e. Shubhechha Dhaurali shares her experience with the youth council application process and suggests a similar approach for the ED hiring.
- f. Gary Chu and Danielle Kim discuss the need for someone to coordinate the hiring process and the potential benefits of a more collaborative approach.
- g. Suggestion and Recommendation to be brought up at next Commission meeting regarding hiring committee and external consultant to keep things fair

Gary Yu leaves at 4:01 pm.

10. Non-Profit Bank

- a. Set up a new bank for non-profit funds and deposit funds as soon as possible as Chair Saatvik intends to resign 30 days before he submits his application for Executive Director of Commission, so bank accounts with signatories need to be created ASAP.

11. Future Agenda Items Suggestions

Meeting adjourns at 4:15 pm.



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