



# The Commonwealth of Massachusetts

## Asian American and Pacific Islanders Commission

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Gary Yu

#### Executive Director

Yasmin Padamsee

Forbes

One Ashburton Place

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aapicommission.org

### Meeting Notes

Unity Dinner Subcommittee Meeting

Thursday, July 11 2:00 - 3:00 PM

Zoom link:

<https://us02web.zoom.us/j/88995138079?pwd=DRhMtbQJhF94PGVAkr9hboMn0OQVvF.1>

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

#### Attachments:

- Budget Options
  - Venue Research
- 

#### Attendance:

Commissioners: Moana Bentin, Jennifer Rubin, Gary Yu

Staff: Jennifer Best, Lizette Sta. Maria

#### 1. Call to Order

Unity Dinner Subcommittee Chair calls the meeting to order at 2:04 PM.

#### 2. Review Discussion of Event Purpose (5 minutes)

The Subcommittee reviews the purpose and goals of the Unity Dinner discussed at the previous meeting. The purpose statement is supported by the subcommittee.

#### 3. Update From Sponsorships Team (5 minutes)

ED Padamsee Forbes created an updated sponsorship form.

Commissioner Rubin suggests adding higher sponsorship levels. Commissioner Bentin suggests holding off on publishing the document until we have a confirmed date, and edits are made to shorten the introduction paragraphs. Finalize by the end of July.

#### 4. Present Budget Options (5 minutes)

Jennifer Best provides an update on budget options. Commissioner Bentin suggests starting with the higher ticket prices, but to leave room to decrease the ticket prices closer to when tickets go live in case sponsorship incomes are high.

Once a keynote speaker is selected, use that as a booster.

#### 5. Present Venue Research (5 minutes)

Lizette Sta. Maria presents venue research. Seven locations in Worcester and Framingham have been contacted. Some venues are already full. Commissioners and staff will keep an open mind for venues.



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Aim to have a venue chosen by the end of July.

### 6. **Discuss Awards Process** (25 minutes)

Subcommittee discusses the awards process.

#### *Purpose & Scope*

Award categories will remain the same. Eligibility criteria will be added for Unsung Heroes (limited number of awards, potential for limited number of years experience). Potential future eligibility criteria will be discussed in the future. Limit the number of awards: 1 Lifetime Achievement, 2 Leadership for Diversity and Inclusion, 3 for Unsung Heroes.

#### *Nomination & Evaluation*

Finalize award winners by February Commission Meeting, nominations due November or December. Nominations form open October and November. Only nominations submitted through the form (google form, not pdf) will be considered. Commissioners can nominate one person for each category. 2-3 Commissioners will be part of an awards working group.

#### *Vetting Nominees*

The awards working group will determine the vetting process. Members of the awards working group cannot submit nominations.

### 7. **Define Actionable Next Steps** (5 minutes)

Sponsorships: Have sponsorship form and language finalized by July 31st.

Venue: Have a venue chosen by July 31st to share with the Commission at August Commission Meeting.

Awards: An awards working group will be put together by date TBD.

A when2meet will be sent out to determine Commissioner availability.

The meeting is adjourned at 2:58 PM



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