

Staff present: Yasmin, Lizette
Commissioners: Meena

What went well

- Event
 - Venue - Tram
 - Well produced
- Planning
 - Subcommittee Meetings
 - Short lead time

Events super busy towards the end
Not too many people when we first started
Truly make it representative of all AAPI people - great success according to Meena
Scale, representation, highest office holders were there - not inclusive of every group but we made a dent and directionally in the right space
Aimed high and reached that
Collectively managed well
Detailed meeting minutes - Lizette
All performances that were chosen
Did our best to have voices included
Really good funding - Tuyet
Outreach to different orgs
Flyers
Centerpieces
Lineup was great
Staff speaking for closing remarks
Afghan Henna artists
Food coordination
Focus more on the 95% achieved
Tongan dance, money

Stresses in planning stages - to be expected for event of this scale
Processes/background checks w awardees
Decision making took some time because of size of subcommittee - standardized
Invite all former chairs and commissioners - "Yeah I got something but it was nothing personal"
Cultural nuances
Coordination with flow
Saatvik calling Manju auntie
Flow during DEI awards
Room for refinements
Avoid last-minute rush, especially with outreach to guests
Outreach to former Commissioners & chairs
Awardee selection process

Standardized Speaker Lineup - no other Commissioners
UD Chair
Chair + ED
Staff

“This is a gala”

Wrap up communication sooner - flyers go out a month ahead of time

Security for next year - QR code for check-in

Timing - tell VIPs and Awardees to come at 5:30?

Not enough time to network

Think about an hour's worth of networking time

Examples of good networking events:

Colette's event

Woman of the Year

Shorten the event time itself

Timing w AAPI Heritage Month?

School holiday = Patriot's Day, week of the marathon Avoid weekends around that week

For group photos

Just LT Gov and awardees and staff

Just TRE and awardees and staff

Side room where proper pictures are taken

Volunteers help w just that photo session

Think of a photo beforehand and tell everyone - line it up and prep beforehand

This coming UD - have set tables and be flexible

Enlist more volunteers - reduce stress

Youth Council members

Commissioner kids/relatives - Meena

Open the nomination to the public? JB working on thinking of award criteria w Moana

Is there something we should know that precludes them from receiving the award?

Prevent liability

Lunch or dinner out w the team just to celebrate - first week of June, potentially Cambridge