



The Commonwealth of Massachusetts

Asian American and Pacific Islanders Commission

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Ekta Srinivasa

Gary Yu

One Ashburton Place
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aapicommission.org

DRAFT Meeting Minutes

Tuesday, January 20 · 6:30 PM – 8:00 PM EST

Zoom: <https://us02web.zoom.us/j/83421971270>

*Please note this meeting will be recorded and held via teleconference in compliance with the Governor's Executive Order on the Open Meeting Law

Commissioners Present: Tuyet Tran Tran (Chair), Moana Bentin, Li Morrison, Emma Chen-Banas, Bahara Hussaini, Richard Chu,

Attendees: Jennifer Rubin, Christopher Huang, Rajashree Ghosh

Staff/Consultant: Yasmin Padamsee Forbes

1. Call to Order

The meeting was called to order by Tuyet Tran at 18:52.

Bahara moved to open this meeting. Moana Bentin seconded.

Approved unanimously by roll call vote (5-0)

2. Approval of Draft Meeting Minutes

- **Motion:** Moana Bentin E. Bentin moved to approve the draft minutes.
- **Second:** Emma Chen-Banas seconded the motion.
- **Vote:** All present commissioners voted in favor (Moana Bentin, Li Morrison, Bahara Hussaini, Emma Chen-Banas, Tuyet Tran).
- **Result:** Motion carried. Approved unanimously by roll call vote (6-0).

3. Staffing Updates and Job Postings

- Discussion of current vacancies: Executive Director (ED), Policy and Advocacy Director, and Communications Manager.
- Tuyet Tran provided an overview of the paperwork and hiring process.
- Commissioners discussed posting job descriptions immediately to avoid delays, with the Executive Committee (EC) and Search Committee reviewing applications.
- **Action Points:**
 1. Tuyet Tran to draft job descriptions for all three positions and circulate for 24-hour review.
 2. Search Committee and EC to handle applicant screening; the consultant will screen only ED candidates.

4. Unity Lunch / AAPI Event

- Discussion regarding holding a Unity Lunch versus a larger API celebration/event.
- Consensus: Due to limited staffing, the Commission will prioritize participation in the Governor's AAPI reception instead of hosting a standalone Unity Dinner.
- **Action Points:**



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1. Moana Bentin, Rakashi Chand, and Yasmin PF to lead coordination with the Governor's office.
2. Open invitation to other commissioners to assist.
3. Allocate up to **\$5,000** for event expenses (entertainment, transportation, performers).

Motion: Moana Bentin moved to set aside \$5,000 for the event.

Second: Bahara Hussaini

Vote Result: Motion carried. Approved unanimously by roll call vote (6-0).

- Yes: Moana Bentin, Bahara Hussaini, Li Morrison, Emma Chen-Banas, Tuyet Tran, Richard Chu
- Abstentions: None
- **Result:** Motion carried

5. Small Grants Committee

- Gary Chu is unable to attend; no major updates.
- Subcommittee sign-ups to be resent to commissioners to encourage volunteering.
- Yasmin Padamsee Forbes will assist in the process.

6. IT and HR Support

- Discussion regarding IT support to secure Google Workspace and ongoing HR support.
- Proposed allocation of **\$5,000** for IT support, separate from the existing **\$15,000** HR budget.
- Discussion on continuing engagement of current legal counsel for HR processes to avoid restarting the lengthy RFP process.

Motion: Tuyet Tran moved to set aside \$15,000 for this purpose

Second: Bahara Hussaini

Vote Result: Motion carried. Approved unanimously by roll call vote (6-0).

- **Yes:** Moana Bentin, Bahara Hussaini, Li Morrison, Richard Chu, Emma Chen-Banas, Tuyet Tran
- Abstentions: None
- **Action Points:**
 1. Staff to engage IT support for Google Workspace security.
 2. Continue current legal counsel for HR/employee handbook support.

7. Other Business

- Discussion of timelines and responsibilities for event coordination and staffing.
 - Agreement to prioritize efficiency and prevent overburdening commissioners.
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Next Steps / Action Items:

1. Tuyet Tran to draft job descriptions and circulate for 24-hour review.
2. Moana Bentin, Rakashi Chand and Yasmin Padamsee Forbes to coordinate with the Governor's office for the May AAPI event.
3. Allocate \$5,000 for AAPI event expenses.
4. EC to secure IT support and continue engagement with current legal counsel for \$15,000.
5. Resend the small grants subcommittee sign-up to all commissioners.

Meeting Adjournment

- o Commissioner Bahara Hussaini moves to adjourn the meeting. Commissioner Li Morrison seconds the motion.
- o **Yes:** Tuyet Tran, Moana Bentin, Emma Chen-Banas, Li Morrison, Bahara Hussaini, Richard Chu
- o **Approved unanimously by roll call vote (6-0).**

Adjournment: Meeting adjourned at 19:20 EST.

Minutes prepared by: Yasmin Padamsee Forbes

*The next AAPIC meeting will be held on **Tuesday, February 24, 2026, at 6:30 PM.***



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