



The Commonwealth of Massachusetts

Asian American and Pacific Islanders Commission

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Haniya Syeda

Executive Director

Yasmin Padamsee Forbes

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aapicommission.org

Meeting Minutes

June 6, 2022, 6:30 pm to 8:30 pm

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

*Please note 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.

Commissioners Present: Commissioner Sam Hyun, Commissioner Megha Prasad, Commissioner Ekta Saksena, Commissioner Meena Bharath, Commissioner Gary Chu, Commissioner Nate Bae Kupel, Commissioner Pralhad KC

Commissioner Haniya Syeda, Commissioner Philjay Solar, Commissioner Leo Hwang, Commissioner Richard Chu, Commissioner Nina Liang, and Youth Coordinator Abdul Haseeb Hamza are unable to join this meeting.

Staff Present: Executive Director Yasmin Padamsee Forbes, Policy Coordinator Billy Zeng, Development, Communications & Marketing Coordinator Bonnie Chen

Attachments:

- Draft meeting minutes: April 19, 2022
- FY22 state budget spreadsheet
- FY22 nonprofit account info
- Executive/Staff reports
- 2022 Small Grants Table and Small Grants Folder
- 2022 Suggested breakdown of funding
- Draft staffing plan for discussion

1. Call to order

Chair Bharath calls the meeting to order at 6:41pm.

2. Commissioners Check-in: 5 minutes

3. 6:35 PM: Executive Session: 30 minutes (6:35 - 7:05 PM)

VOTE: Commissioner Megha Prasad motions to enter executive session. Commissioner Sam Hyun seconds.

YES: Commissioner Hyun, Commissioner Prasad, Commissioner Saksena, Commissioner Bharath, Commissioner Chu, Commissioner Kupel, Commissioner KC

Motion passes unanimously.

The Commission enters Executive Session at 6:43pm.

Executive Director Forbes reviews the proposal for how to use the remaining FY22 funding
Chair Bharath opens it up for questions.



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Executive Director Forbes, Policy Coordinator Intern Zeng, and Development, Communications & Marketing Coordinator Intern Chen leave the discussion at 6:54pm.

During the Executive Session, Commissioners discuss proposed bonuses for current staff.

VOTE: Commissioner Kupel motions to approve the proposed budget, with amendments to section BB and DD. Section BB should be readjusted to 12 months and Section DD should be readjusted to \$150/month to cover both internet and phone charges for interns. The rest of the items on the proposed budget remains as is. Commissioner Gary Chu seconds.

YES: Commissioner Hyun, Commissioner Kupel, Commissioner KC, Commissioner Gary Chu, Commissioner Prasad, Commissioner Saksena, Commissioner Bharath

The motion passes unanimously.

VOTE: Commissioner Gary Chu motions to exit out of executive session. Commissioner KC seconds.

YES: Commissioner Hyun, Commissioner Kupel, Commissioner KC, Commissioner Gary Chu, Commissioner Prasad, Commissioner Saksena, Commissioner Bharath

The motion passes unanimously.

Commissioners exit the Executive Session at 7:23pm. ED Forbes and Policy Coordinator Intern Zeng, Development, Communications & Marketing Coordinator Intern Chen rejoin at 7:25pm.

4. Public Comment Period

No Commissioners had comments to make during the public comment period.

5. Community Organization Introduction: 10 mins

- TeamAid | Mr. Mohan Nannapaneni

There were no outside members of the community who joined at the Commissioner meeting.

6. Approval of Meeting Minutes – VOTE: 5 minutes

a. **March 15, 2022**

Vote on the April 19th, 2022 meeting minutes which were sent out earlier and once again in the meeting packet. ED Forbes shares that there was a correction received by Mary Lee, and ED Forbes will make those changes to the April 19th, 2022 meeting minutes.

VOTE: Commissioner Prasad moves to approve the meeting minutes. Commissioner Kupel



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seconds.

YES: Commissioner Kupel, Commissioner Saksena, Commissioner Bharath

Abstain: Commissioner Hyun, Commissioner Gary Chu, Commissioner KC, Commissioner Prasad

3 votes in the affirmative, 4 abstentions. The motion does not pass.

7. Reports: 5 minutes

a. Executive & Staff Reports

ED Forbes shares some highlights from the submitted ED report, including the Unity Dinner, AAPIC retreat and follow up work, small grant requests, Youth Council event at the State House, Budget process and actions taken, and the 2021 annual report. AAPIC also received a proclamation for AAPI month.

b. EC Report

Chair Bharath shares some highlights from the submitted EC report, including the Unity Dinner, Youth Council event at the State House, press event regarding anti-Asian hate crimes, budget process, funding requests, and goal setting for the upcoming year.

Commissioner Kim joins the meeting at 7:36pm.

Commissioner Hyun leaves the meeting at 7:38pm.

8. 2021-22 AAPIC Funds Report & Expenses: 15 mins

- VOTE on Spending for Remainder of Fiscal Year

ED Forbes reviews the rest of the proposed expenses for the remainder of fiscal year. Chair Bharath proposes that we could also use remaining funds to support AAPI community organizations that we are not currently funding, particularly in underrepresented communities.

Commissioner Kim states that any grants above \$500 will require approval at a future Commission meeting. Commissioner Gary Chu states that this is a tight timeline and will need to be done before June 30, 2022, given that it is almost the end of the fiscal year. Commissioner Kim states that we need to be mindful of potential conflicts of interest.

VOTE: Commissioner Gary Chu moves to approve the budget plan as proposed, with the request that excess funding goes back into the community to support organizations that are not represented yet, in an equitable and transparent process. Commissioner KC seconds.

YES: Commissioner Kupel, Commissioner Gary Chu, Commissioner Saksena, Commissioner KC, Commissioner Bharath

NO:

Abstain: Commissioner Prasad, Commissioner Kim

5 votes in the affirmative. 2 abstentions. The motion passes.



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9. Grants subcommittee: 15 mins - VOTE on small grants

Commissioner Prasad reviews the process of the grants subcommittee. ED Forbes shares a few other applications that were submitted after the submission deadline.

VOTE: Commissioner Gary Chu moves to approve the grants as presented by ED Forbes and Commissioner Prasad. Commissioner Kim seconds.

YES: Commissioner Prasad, Commissioner KC, Commissioner Saksena, Commissioner Kim, Commissioner Gary Chu, Commissioner Kupel, Commissioner Bharath

NO:

Abstain:

The motion passes unanimously.

10. New Business: Staffing: 20 mins a. Interns and Youth Council extension: VOTE

ED Forbes shares that the first agenda item is to vote on extending the current interns for staff members Youth Coordinator Intern Hamza and Development, Communications & Marketing Coordinator Intern Chen, and the Youth Council contracts until the end of the year: December 2022.

VOTE: Commissioner Kim motions to extend Youth Coordinator Intern, Development, Communications & Marketing Coordinator Intern, and Youth Council members to the end of 2022. Commissioner Prasad seconds.

YES: Commissioner Prasad, Commissioner KC, Commissioner Saksena, Commissioner Kim, Commissioner Gary Chu, Commissioner Kupel, Commissioner Bharath

The motion passes unanimously.

b. New Staff Hiring: VOTE

ED Forbes reviews a proposed staffing organizational chart as well as proposed job descriptions for two full-time positions with tweaked titles, Outreach & Communications Manager and Program & Research Director, both of which are currently vacant.

EB Forbes also suggests that AAPIC might consider hiring 1-2 additional interns to support the work of two sub-committees on the Commission.

Chair Bharath proposes a small group tasked with working with ED Forbes and the hiring consultant to fill the two vacant positions.

Chair Bharath seeks volunteers to chair the advisory committee tasked with hiring. Commissioner Kupel volunteers to lead the hiring effort. Commissioner Kim asks what a potential timeline may look like. Commissioner Kupel says the exact timeframe is unclear,



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and it may depend on the search consultant we work with but hiring takes a significant amount of time. Commissioner Gary Chu is open to helping. Commissioner Kim respectfully declines but is open to helping out for future opportunities.

ED Forbes says that we may benefit from two additional interns to support future work. Chair Bharath says that the Governance, Finance, and Communications sub-committee would benefit from the support of an intern. ED Forbes says another intern can support the Health & Human Services sub-committee.

Commissioner Kim clarifies that this is for next fiscal year. ED Forbes confirms.

VOTE: Commissioner Prasad moves to approve the hiring of two staff members, the Outreach & Communications Manager and the Program & Research Director, under the guidance of a hiring committee led by Commissioner Kupel. Commissioner Kim seconds.

YES: Commissioner Prasad, Commissioner KC, Commissioner Gary Chu, Commissioner Saksena, Commissioner Kim, and Commissioner Bharath

Abstain: Commissioner Kupel

6 votes in the affirmative. 1 abstention. The motion passes.

Commissioner Kim states that it would be beneficial to circulate job descriptions to the full Commission before voting on hiring of any more interns. This conversation is tabled for a further conversation.

11. Sub-Committee Reports: 5 minutes

12. Future Agenda Items Suggestions

13. Next Commission Meeting: June 21, 2022

Commissioner Gary Chu moves to adjourn the meeting. Commissioner Kupel seconds.

YES: Commissioner Prasad, Commissioner KC, Commissioner Saksena, Commissioner Kim,

Commissioner Gary Chu, Commissioner Kupel, Commissioner Bharath

The motion passes unanimously.

The meeting is adjourned at 8:52pm.