

# NTUAAH 2017 Board Meeting

## MEETING AGENDA/Minutes

|   |                   |                  |   |
|---|-------------------|------------------|---|
| <b>Meeting/Project Name:</b>            | 3rd Board Meeting |                  |   |
| <b>Date of Meeting:</b><br>(MM/DD/YYYY) | 05/31/2017 星期三    | <b>Time:</b>     | Dinner 6pm<br>Meeting 6:30pm – 9pm      |
| <b>Meeting Facilitator:</b>             | 劉美玲               | <b>Location:</b> | Tracy Gee Community Center<br>– Library |

### 1. Meeting Objective

健康講座工作分配，愛心活動工作分配、2018 year book 規劃，擴大台大足跡，替母校募款，其他有創意的活動 (8 月)、中秋晚會活動策劃、策劃旅遊活動，其他會務討論

### 2. Attendees

| Name     |           |          |          |
|----------|-----------|----------|----------|
| 劉美玲 (會長) | 謝元傑 (副會長) | 蕭暉獻 (秘書) | 于方勻(財務)  |
| 黃龍雄      | 何有靜       | 蘇柏斌      | 賴信福      |
| 劉子華      | 丁偉倫       | 葉茂森 (顧問) | 陳著釧 (顧問) |
| 徐小玲 (顧問) | 羅茜莉 (顧問)  | 郭原宏 (顧問) |          |

NTUAAH  
2017 Board Meeting

| . Meeting Agenda  |   |
|---|---|
| Agenda  | Minutes   |
| 會長報告 6:30pm<br>1. 上次會議紀錄 Action items review<br>2. 4/23/17 郊遊烤肉 feedback<br>3. Website service renewal<br>4. By-laws revised/signed<br>5. 1-2 board members learn video   | 1. Completed (2018 banquet place is being looked into)<br>2. Completed<br>3. Completed<br>4. Completed<br>5. Rosa will check any volunteers and Warren has video recorder NTUAAH can use  |
| 副會長報告 6:45pm  | N/A   |
| 財務報告 6:50pm<br>1. 4/23 郊遊烤肉<br>2. Tax refund status<br>3. Golden bank checking  | 1. \$38.97 net income for April 2017.<br>2. 8/25/16 YTD loss has been updated to carry back to 2014 earnings instead of 2015.<br>3. Closed 5/25/17 and balance \$2,184.29 deposited into Chase  |
| 秘書/理事報告 7:00pm  | N/A   |
| 郊遊烤肉 7:05pm - 4月23日星期日<br>1. 活動感想及建議<br>2. 照片/video/writeup to be posted  | 1. Completed<br>2. To post by 6/8/17  |
| 健康講座 - 黃龍雄 7:15pm,<br>6月11日 2-4pm,<br>Exhibit hall reserved 1-5pm<br>1. Board members/advisors arrive 1pm, in blue polo shirts<br>2. Room rental fee & refreshments<br>3. Work assignment/MC<br>4. Photographer/video | 健康講座：陳康元醫師、王琳博士<br>1. 莊主任, 黃處長, Mei-Ling, Leif, Warren, Rosa, Chienli, Bob, Kevin, Nick, Sinjaya, Katy, Long will attend<br>2. Long donated room rental, refreshments and gift to speakers<br>4 co-organizers will remit \$20 each to NTUAAH<br>3. Long - 2 wireless mics/amplifier, Leif will be MC. 附中校友會 will have 3-4 volunteers to help with setup/cleanup.<br>Hang banners, set up chairs/tables, cleanup<br>4. Nick – photos and video |
| 國建會年會 7:45pm -6月17日星期六<br>lunch - Sugar Land Marriott   | Rosa (2), Warran, Bob, 謝元傑, Katy, Sinjaya, Kevin(2), 美玲 (共 10 位). \$40 per person, NTUAAH subsidizes \$15, cost is \$25 each person. Please remit to Katy ASAP  |
| JCCAA Scholarship Night-<br>6月24日星期六  | 投票(6票)通過 台大校友會贊助 40元 each person, ChienLi (2), Mei-Ling, 有靜, \$100 per person, NTUAAH subsidizes \$40, cost is \$60 each person.  |

NTUAAH  
2017 Board Meeting

|  |   |
|--|---|
| <p>愛心園遊會 7:50pm - 賴信福 劉子華<br/>7月4日 (11:00-2:00)</p> <ol style="list-style-type: none"> <li>1. CARE meeting -Sat 5/13</li> <li>2. Submit booth application by 6/8</li> <li>3. Food items for sales</li> <li>4. Who can attend on 7/4?</li> <li>5. 工作分配</li> <li>6. Sponsor 60 CARE tickets and 20 food vouchers</li> <li>7. Photography/Video</li> <li>8. Who can attend 8/25 packing and 8/26 distribution?</li> </ol> | <p>William Sutton Elementary (Fondren and I-59)</p> <ol style="list-style-type: none"> <li>1. Allen attended 5/13 meeting</li> <li>2. Sinjaya/Nick will submit booth application 6/3</li> <li>3. 豆花(\$2),掛包 (2 for \$5), Boba milk tea (2 for \$5), Bottle Water (\$1), 乾冰汽水(?), 麻辣雞胗(?)</li> </ol> <p>To go box, to go cup, cup, bowl, fork, spoon, electric outlet.</p> <ol style="list-style-type: none"> <li>4. 早班(10-12) 晚班(12-2pm) Allen, Mei-Ling, Nick (2), Sinjaya, Leif (早).</li> <li>5. Hang banner, setup/cleanup, prepare food. Allen checks on 乾冰汽水. Warren contacts Greg on 麻辣雞胗</li> <li>6. 5 food vouchers and 27 raffle tickets available</li> <li>7. Nick can help with Photography/Video</li> <li>8. Rosa might be able to find 3-4 ppl to help.</li> </ol> |
| <p>中秋晚會策劃 8:20pm 9月30日<br/>Leif/Kevin/Jeanne</p> <ol style="list-style-type: none"> <li>1. Reserve auditorium 3-10pm??</li> <li>2. Entertainment program</li> <li>3. Flyer</li> <li>4. Ticketing printing/Pricing</li> <li>5. Practice room reservation</li> <li>6. Video recording</li> </ol>   | <p>Mid Autumn Festival is 10/4/17</p> <p>Leif to reserve auditorium and have reserved 300-350 dinner boxes with 八達.</p> <p>表演節目: 鋼琴、20人合唱團、16X24 台下拉丁舞?? (maybe, Jeanne Ma)、話劇、Band、台上熱舞、Bob &amp; Leif 吉他唱歌</p> <p>Leif - 警衛、音響、排位子、清理洗手間(僑教中心)</p> <p>Katy - 帶動跳、買保險</p> <p>Kevin – Flyer, Ticket design (初步暫訂票價同去年)</p>  |
| <p>Career Development Workshop –<br/>Warren/Katy 8:40pm</p> <ol style="list-style-type: none"> <li>1. Determine dates</li> <li>2. Reserve Room</li> <li>3. Identify panelists</li> <li>4. Invite panelists</li> </ol>  | <ol style="list-style-type: none"> <li>1. 10月底或11月初</li> <li>2. President of Golden Bank, AOI, Formosa Plastics...?</li> <li>3. Discuss next meeting</li> <li>4. Discuss next meeting</li> </ol>  |
| <p>Recruit new board member to fill<br/>vacancy due to Nick's starting new job</p>   | <p>Need recommendation of candidate.</p>  |
| <p>臨時動議 8:45pm</p>   | <p>None</p>   |

# NTUAAH 2017 Board Meeting

| 4. Action Items  |   |              |                                 |                  |   |
|--|---|--------------|---------------------------------|------------------|---|
| Action   | Owner   |              |                                 | Due Date         |   |
| Attend CARE meeting and submit booth application             | 賴信福/劉子華   |              |                                 | 6/3/17           |   |
| Double Ten Celebration Committee meeting                     | 謝元傑   |              |                                 | 6/3/17           |   |
| Remit 6/17 ACAP SETS ticket money to Katy                    | All attendees   |              |                                 | 6/5/17           |   |
| Verify if speaker will bring their own projector screen, Q&A | 黃龍雄   |              |                                 | 6/7/17           |   |
| Check if 黃處長 will speak in 6/11 Health Seminar               | 劉美玲   |              |                                 | 6/8/17           |   |
| Post picnic photos and writeup                               | 劉子華   |              |                                 | 6/8/17           |   |
| Post 5/31 board meeting minutes on website                   | 劉子華   |              |                                 | 6/11/17          |   |
| Post revised by-laws and 501 c3 language on website          | 劉子華   |              |                                 | 6/11/17          |   |
| Confirm 9/30 auditorium reservation with Director Chuang     | 謝元傑   |              |                                 | 6/11/17          |   |
| Sponsor CARE raffle tickets and food vouchers                | NTUAAH  |              |                                 | 6/20/17          |   |
| Moon festival celebration insurance policy                   | 于方勻   |              |                                 | 6/20/17          |   |
| Remit money for CARE food vouchers                           | 賴信福   |              |                                 | 6/25/17          |   |
| Post 6/11 health seminar photos and video                    | 劉子華   |              |                                 | 6/25/17          |   |
| Moon festival celebration flyer – first draft                | Kevin/Winnie  |              |                                 | 6/25/17          |   |
| Moon festival celebration DJ                                 | 謝元傑   |              |                                 | 6/30/17          |   |
| Moon festival program flowchart - first draft                | 謝元傑/蕭暉獻   |              |                                 | 7/2/17           |   |
| Moon festival celebration ticket printing                    | 謝元傑/羅茜莉   |              |                                 | 7/7/17           |   |
| Moon festival security guards                                | 謝元傑   |              |                                 | 7/9/17           |   |
| 2018 banquet place options                                   | 劉美玲   |              |                                 | 7/31/17          |   |
| 5. Next Meeting  |   |              |                                 |                  |   |
| <b>Date:</b><br>(MM/DD/YYYY)                                 | 07/10/2017 星期<br>一  | <b>Time:</b> | Dinner 6pm<br>Meeting<br>6:30pm | <b>Location:</b> | Tracy Gee Community<br>Center - Library |
| <b>Objective:</b>  | 2018 year book 規劃 擴大台大足跡，替母校募款，策劃旅遊活動、其他有創意的活動 (8月)、中秋晚會工作分配、其他會務討論 |              |                                 |                  |   |