

# NTUAAH 2017 Board Meeting

## MEETING AGENDA/Minutes

<b>Meeting/Project Name:</b>	5th Board Meeting		
<b>Date of Meeting:</b> (MM/DD/YYYY)	08/14/2017 星期一	<b>Time:</b>	Dinner 6pm Meeting 6:30pm – 9pm
<b>Meeting Facilitator:</b>	劉美玲	<b>Location:</b>	Tracy Gee Community Center – Ceramic Room

### 1. Meeting Objective

中秋晚會活動策劃、2018 year book 規劃，擴大台大足跡，替母校募款，其他有創意的活動、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
辜千慈	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)	

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. Meeting Agenda	
Agenda	Minutes
會長報告 6:30pm 1. 上次會議紀錄 Action items review	1. All completed.
副會長報告 6:45pm	N/A
財務報告 6:50pm 1. 中秋晚會	1. Katy collected Yellow River (2018 year book) and will collect Bada (back of moon festival tickets) donation of \$100 each, total \$200
秘書/理事報告 6:55pm	N/A
愛心園遊會- 賴信福 1. Packing school supplies 8月25日 Friday 4-8pm (need 2 more volunteers) 2. Distribution/delivery 8月26日 Saturday 1-4pm (need 3 volunteers)	Auditorium of William Sutton Elementary School 7402 Albacore Dr, Houston, TX 77074 <a href="#">Google Maps</a> 1. Friday 8/25 to pack school supplies – Mei-Ling, Katy, Leif and, <b>Warren</b> , 2 more volunteers Will arrive 5:30pm 2. Saturday 8/26 to deliver school supplies - Mei-Ling, Chienli and 2 more volunteers
慶祝國慶九天民俗技藝團 tickets 7 pm Saturday 9/16/17	Stafford Performing Arts Theatre, 10505 Cash Road, Stafford, Tx 77477 , Mei-Ling will send more detailed information to the board

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<p>中秋晚會策劃 9月30日 Leif/Kevin/Jeanne</p> <ol style="list-style-type: none"> <li>1. Auditorium 12-10pm on 9/30</li> <li>2. Rehearsal/coordinator</li> <li>3. Work team and program flow</li> <li>4. Entertainment program/MC</li> <li>5. Family and friends of Asians with special needs</li> <li>6. Decoration 8/26 -need 3 volunteers</li> <li>7. Moon cakes/dinner boxes</li> <li>8. Setup/cleanup</li> <li>9. Recruit volunteers</li> <li>10. Promote event</li> <li>11. Tickets sales/money collection</li> <li>12. 請大家踴躍賣票，目標為 320 tickets, net income \$1500</li> </ol>	<ol style="list-style-type: none"> <li>1. we can enter the event facility at 12pm</li> <li>2. Rehearsal coordinator- <b>Sinjaya</b>. Rehearsal 2 hours - group dance 25 mins, band 20 mins, drama play 25 mins. ballroom dance <b>10 mins</b>, choir <b>10 mins</b>, piano <b>10 mins</b>. 帶動跳 20 mins. <b>Play and Band performers might need extra rehearsal time and arrive before 3pm. Need to bring own music</b></li> <li>3. See attached file</li> <li>4. See attached file</li> <li>5. Maybe for annual banquet</li> <li>6. Help make decorations 1-3:30pm Saturday 9/2/17 at Tracy Gee Community Center (Julia Chew, Jean Chen, Amy, Leif and Long). Need board members help collect boxes/plastic bottles to be used to hold flowers</li> <li>7. Moon cakes – discuss pricing \$2 each, order approx 350 (<b>\$2 is too expensive, looking for alternative. Chienli suggested MeeHo Bakery next to Hong Kong plaza</b>) Dinner/moon cakes/fruits/water will be placed on the VIP tables ahead of time. Non-VIP guests will pick up dinners/moon cakes using their tickets. Volunteers will tear off a corner of the ticket. (<b>Might use marker or stamp instead of damaging the ticket</b>) Dinner boxes – guards 2, front desk 4, DJ 1, reporters 4.</li> <li>8. NTUAAH banner and Double Ten banner (size : large), projector and screen. <b>Warren/Allen/Kevin in charge, will hang them before 3pm.</b></li> <li>9. Rosa will recruit volunteers for back stage 1, food service 5, decorations 3, setup(banners/projector). <b>Warren to bring projector. Kevin will ask dance group to see if they can help with decoration after rehearsal.</b></li> <li>10. Poster board for display at 僑教中心. Board members display posters at various places (WHCC, 文化中心, 中文學校, 何處覓, 明麗理髮店, 台灣人活動中心, 山水眼鏡, T cup, Baylor) . News release-Mei-Ling. Event posted at UH, Rice, Baylor, BEINU and JCAA. Will distribute to 中山女高及附中 . Allen will post flyer on 台灣同學聯會</li> <li>11. No walk-in. All board members/advisors will sell tickets, collect money and submit payments to Katy. Katy will keep records of all ticket sales and money collected from each board member/advisor. <b>Ticket distributed.</b></li> <li>12.</li> </ol>
<p>Double Ten Flag Ceremony 10/7/17</p>	<p>Leif will represent NTUAAH</p>

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台灣傳奇龍隊外灘比賽 10/7/17	To discuss next meeting
中秋晚會 appreciation party 10/8/17	TBD
Double Ten Banquet 10月21日 at Marriott Westchase	To discuss next meeting
Tour trip 11/11/17	7 nights Bahamas cruise stop by Puerto Rico Interior cabin MM \$729 per person (pp) after tax for double occupancy. Obstructed view ocean cabin H \$629 pp. Balcony cabin VF \$879 pp Mei-Ling will check if there is December cruise
台大校慶 11/15/17	TBD
職涯講座 in November Warren/Katy <ol style="list-style-type: none"> <li>1. Set the date</li> <li>2. Determine panelists/speakers</li> <li>3. 活動開始三十天前經費申請</li> </ol> <ol style="list-style-type: none"> <li>1. 專家 (AAOI HR Joanna, Peter, Bob, Eddie Lee, Fox conn HR, 台塑、葉茂森, Jack Lee 李君愷)</li> <li>2. 訂購何處覓便當</li> <li>3. 工作小組設立網路報名表單、宣傳海報</li> </ol> 是否需要先找學生代表討論以重新確認需求	To discuss next meeting
2018 Year book –	Former NTUAAH presidents will write to share their most fond or memorable experience of NTUAAH .
Directory update	To discuss next meeting
臨時動議 8:45pm	None

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4. Action Items					
Action	Owner			Due Date	
Post 8/14 meeting minutes on Website	Sinjaya			8/20/17	
Post Moon Festival ads on FB (德州人在台灣)	Allen			8/20/2017	
Display posters at restaruants or other popular places	All			8/20/2017	
Confirm with 金俊家學姐 decoration preparation date	Meiling			8/21/17	
Finalize Moon festival group games/riddles	Allen/Jeng Yang			8/31/17	
Moon cakes order	Chienli			8/31/17	
Prepare Moon festival decorations	Julia/Long/helpers			9/9/17	
Sell tickets ☺	All			9/16/2017	
Send out updated Moon Festival assigned work details	All			9/16/17	
團體舞帶動跳練習	All			9/23/17	
Submit Moon Festival ticket money to Katy	All			9/23/17	
Confirm with Nationwide to set up table/chairs Friday night 9/29 prior to the event.	Leif			9/23/17	
Prepare/notify performance team leads of rehearsal scheulde	Sinjaya			9/23/17	
Final Moon festival headcount	Katy			9/23/17	
Finalize dinner boxes order to Great Wall Restaurant	Leif			9/26/17	
Moon Festival VIP seating assignment/name plates	Chienli			9/26/17	
Final moon festival floor plan to Nationwide	Kevin/Leif			9/27/17	
5. Next Meeting					
<b>Date:</b> (MM/DD/YYYY)	09/25/2017 星期 一	<b>Time:</b>	Dinner 6pm Meeting 6:30pm	<b>Location:</b>	Tracy Gee Community Center - Library
<b>Objective:</b>	中秋晚會工作分配、職涯講座、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、其他會務討論				