

# NTUAAH 2017 Board Meeting

## MEETING AGENDA/Minutes

<b>Meeting/Project Name:</b>	6th Board Meeting - Harvey Relief Efforts		
<b>Date of Meeting:</b> (MM/DD/YYYY)	09/15/2017 Friday	<b>Time:</b>	Dinner 6pm Meeting 6:30pm – 9pm
<b>Meeting Facilitator:</b>	劉美玲	<b>Location:</b>	Tracy Gee Community Center – Library

### 1. Meeting Objective

Discuss Harvey Relief efforts

### 2. Attendees

Name			
劉美玲 (會長)	謝元傑 (副會長)	蕭暉獻 (秘書)	手方勻(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 Silent auction of paintings by alumni in 9/30 moon festival	1/2 of auction proceeds will be donated to Harvey funds
副會長報告 6:45pm	N/A
財務報告 6:50pm	Funds raised so far -around \$3000
秘書/理事報告 6:55pm	N/A
<b>Harvey Relief Efforts -</b>	
1. Fund raising rules/regulations	<p>1. Fund raised before event on 9/30 will completely assist alumni who suffered from Harvey.</p> <p>2. Fund raised in 9/30 Moon Festival Celebration will donate to third party organization, such as red-cross. Mei-Ling will do more research and decide which group(s) to go to. Donation from alumnus Susan Tsai's silent auction proceeds on 9/30 will be used to assist alumni.</p> <p>3. If a donation is made after 9/30 and donator desires to only assist NTU alumni, he can still do so, but special request to NTUAAH (assigned volunteer) is required and NTUAAH shall put a special note on the donation.</p>
2. Relief efforts committee	All NTUAAH board members
3. Beneficiary	See item #1

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4. Application process	<p>- Set up online application form – Allen will help</p> <p>- Information needed on the form: (1) Name, home address, email, phone, year of graduation and major, other relevant information and message. Note: Beneficiaries who receive reimbursement from NTUAAH will be shown on year book as acknowledge. However, if you don't want your name to be shown, please select "No". (2) Applicants are required to provide proof of losses, such as photo, insurance claim, FEMA claim or approval notice. Utility bill and picture with address (owner and proof of primary residence)</p> <p>- Allen and MeiLing can oversee the application process (set up online form, answer questions, receive/collect applications and prepare application summary). Target is to review and approve the application and determine how much will reimburse to each applicant by 10/7/2017 (總金額/總人數). Do not announce the reimburse amount until it is finalized.</p> <p>-501C3, Katy and Mei-ling (1)做現金流動報告-捐款者及受惠者的 summary (2)準備捐款人捐款證明 and thank you letter</p>
5. Selection process	<p>Basically, there is only "Approved" or "Not Approved". Every approved applicant will receive same amount of reimbursement. Only NTU alumni can apply for this. See item #4 for timeline and amount allocated to each applicant.</p> <p>- Approval of the applications - Committee or Board - Timeline</p>
6. Disbursement process	<p>- Methods of delivery: in person if possible, mail is a secondary. Take photo with beneficiaries to document the results. - Respect the privacy of the recipients ( allow beneficiary option to disclose or not disclose names) - Timeline of disbursement - before 10/15/17</p>
7. Accounting records/Financial reports	<p>Prepare a separate financial report for the Harvey Relief Efforts</p>
8. Communication	<p>- Prepare a report for Harvey Relief Efforts for members and donors, and 2018 year book. -Communicate the processes of application, selection, disbursement and results to members - Timeline</p>
9. Timeline	<p>Prepare a timeline for the entire relief efforts See item#4</p>
10. Silent auction	<p>How to conduct a silent auction in moon festival?</p>

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11.Other	- Open - -
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## 4. Action Items

Action	Owner	Due Date
Google form for fund application	Allen Ting	9/16/17
Communicate Harvey Relief fund application process to members via email	Kevin/Mei-Ling	9/17/17
Find a volunteer to coordinate with Susan Tsai on silent auction in moon festival	TBD	9/23/17
Determine an organization to donate earnings from Moon festival party	Mei-Ling	9/29/17
Send acknowledgement and thank you letters to donors	Katy Yu	10/7/17
Disburse Harvey Relief Fund to beneficiaries	Board members	10/7/17
Prepare a separate financial report for the Harvey Relief Efforts	Katy Yu	10/15/17
Prepare a report for Harvey Relief Efforts for members and donors, and 2018 year book.	TBD	10/15/17

## 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>	Harvey 募款、中秋晚會工作分配、職涯講座、2018 year book 規劃、擴大台大足跡、策劃旅遊活動、其他會務討論				