

NTUAAH 2017 Board Meeting

MEETING AGENDA/Minutes

Meeting/Project Name:	7th Board Meeting		
Date of Meeting: (09/25/2017)	09/25/2017 星期一	Time:	Dinner 6pm Meeting 6:30pm – 9pm
Meeting Facilitator:	劉美玲	Location:	Tracy Gee Community Center – Library

1. Meeting Objective

Harvey Relief Efforts、中秋晚會活動策劃、2018 year book 規劃，擴大台大足跡、策劃旅遊活動，2018 年會策劃、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 2. Harvey Relief Efforts 3. Moon festival 4. Other	1. Complete 2. 2 levels of fund reimbursement depends on the hurricane losses. 3. Complete 4. N/A
副會長報告 6:45pm	N/A
財務報告 6:50pm 1. 中秋晚會 tickets sales 2. Harvey Relief Funds	1. 320 tickets sold. Ticket locked (no more ticket should be sold)
秘書/理事報告 6:55pm	N/A
Harvey Relief Efforts	1. Funds raised \$10,000 2. Application deadline 9/29. Will review applications and determine how to disburse relief funds
中秋晚會策劃 9月30日 Leif/Kevin/Jeanne 1. Auditorium 12-10pm on 9/30 2. Harvey fund raising Boxes 3. Painting auction - start bidder 4. Signs for VIP tables 5. Work team and program flow 6. Remit money to treasurer 7. Extra \$5 each ticket on 9/30 8. Need volunteers to wrap moon cakes (1-3pm, Sat, 9/30) 9. Final floor plan 10. Final program for printing 11. Final work team list 12. Final VIP list	1. New director general inauguration ceremony on 9/30 morning. Nationwide will arrive 12pm to set up tables/chairs. DJ will arrive 12pm. Drama and band will rehearse 1:30-3pm, practice Shape of You at 2:30-3pm 2. 5 to 10 mins announced by MC. Volunteer may walk around to collect money. 3. Look for the possibility of silent auction 4. Chienli and Amy will make name tags and signs for VIP tables 60 張. 5. Leaders to work with Leif individually. 6. All board members remit ticket money to treasurer 7. All board members agreed 8. Drama group to help 9. Assigned. See action list 10. Assigned. See action list 11. Assigned 12. Mei-Ling will pass it to Chienli to assign seats
Double Ten Flag Ceremony 10/7/17	Leif will represent NTUAAH
中秋晚會 appreciation lunch 10/8/17	Hibachi 12-2pm to thank work team and performers
Double Ten Banquet 10月21日 at Marriott Westchase	\$60 each ticket, NTUAAH subsidizes \$20, attendees pay \$40. Attendees: pending

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台大校慶 11/15/17	TBD
<p>職涯講座 Sunday, November 19 Warren/Katy</p> <ol style="list-style-type: none"> 1. 是否需要先找學生代表討論以重新確認需求 2. Determine and invite panelists/speakers 3. 活動開始三十天前經費申請 4. 專家 (AAOI HR Joanna, Peter, Bob, Eddie Lee, Fox conn HR, 台塑、葉茂森, Jack Lee 李君愷) 5. 訂購何處覓便當 6. 工作小組設立網路報名表單、宣傳海報 	<ol style="list-style-type: none"> 1. Event will be held 12-5pm, Sunday, 11/19/17. Warren, Katy and Mei-Ling will hold a separate meeting to discuss more details 2. Will discuss in another meeting 3. To submit before 10/19/17 4. Mei-Ling will invite speaker once we determine a list of speakers in another meeting 5. To determine depending the number of attendees that sign up 6. Will discuss in another meeting
2018 Year book –	Former NTUAAH presidents will write to share their fondest or most memorable experience of NTUAAH.
Directory update	To discuss in next board meeting
2018 annual banquet – 2/24 Saturday	To determine in next meeting
臨時動議 8:45pm	None

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4. Action Items					
Action		Owner		Due Date	
Communicate with choir if stage is required. Prefer not.		Leif and Sinjaya		9/24/17	
Comminucate rehearsal schedule to MC, perfomers and volunteers		Sinjaya and Leif		9/25/17	
Confirm if silent auction		Mei-Ling		9/25/17	
工作人員 義工 名牌		Amy and Chienli		9/29/17	
VIP Name tag		Amy and Chienli		9/29/17	
Final floor plan		Kevin Hsiao		9/27/17	
Bring bottled water 9/30 moon festival event		Bob, Sinjaya, Allen, Kevin, Warren		9/30/17	
Bring fruit to 9/30 moon festival event		Warren		9/30/17	
Bring projector to 9/30 moon festival event		Warren		9/30/17	
Bring laptop to 9/30 moon festival event		Kevin		9/30/17	
5. Next Meeting					
Date: (11/06/2017)	11/6/2017 星期 一	Time:	Dinner 6pm Meeting 6:30pm	Location:	Tracy Gee Community Center – ART room 1
Objective:	職涯講座工作分配、2018 year book 規劃、擴大台大足跡、2018 年會策劃、其他會務討論				