

NTUAAH 2017 Board Meeting

MEETING AGENDA/Minutes

Meeting/Project Name:	8th Board Meeting		
Date of Meeting: (MM/DD/YYYY)	11/06/2017 星期一	Time:	Dinner 6pm Meeting 6:30pm – 9pm
Meeting Facilitator:	劉美玲	Location:	Tracy Gee Community Center – Art room I

1. Meeting Objective

2018 board members, 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. Other	1. Complete 2. 請理事填寫僑委會人才資料庫 寄回給 Tina
副會長報告 6:45pm	明年可能無法當會長,會幫忙詢問人選
財務報告 6:50pm 1. 中秋晚會 results 2. Q3 financial report	1. Board members reviewed. Result agreed. 2. Create a section for Harvey Relief Fund
秘書/理事報告 6:55pm	N/A
Harvey Relief Efforts	With board approval, NTUAAH donated Harvey funds to CCC and CCC disbursed funds to Harvey victims, mostly alumni. 受惠校友有寄感謝函
台大校慶 11/15/17	目前沒理事會回去
職涯講座 Sunday, November 19 Warren/Katy 1. Number of registrants 2. 活動經費申請 3. Event agenda 4. Work assignment 5. 訂購何處覓便當& milk tea 6. Make sure speakers understand new format 7. Send updated agenda to speakers 8. Special guests confirmed	1. 47 so far 2. Mei-Ling will ask JCCAA to post event on their website 3. Approved funding: AOI:\$1000, 僑教中心:\$500, 教育組:\$250 時間表: Warren 寄發 工作人員 11 點到, 11:45 吃便當 報到: Julie, Amy, Rosa, 聯絡便當: Katy 飲料: Warren 器材組 Leif, Allen, Sinjaya, Kevin 全體主: Winnie 分組主持: Warren, Winnie, Katy, (Meiling 總場控主持) 公關(接待貴賓): Long, Jeanne 照相: Long 聯絡新聞記者: Warren will contact 水(80 ea): Sinjaya
2018 Year book – Amy Ku	1. Board members will contact ad sponsors and collect ad payments by 12/11 2. Find new sponsors like 85 degree C, Tainan Bistro 3. Katy will set up a list of sponsors for board members to sign up 4. Amy will design year book cover with Texas map decorated with Azaleas 5. 3-4 formers president will submit articles by the coming weekend 6. Amy 報告完畢 下次開會提供草稿
Directory update	Board members voted to include phone numbers in NTUAAH directory

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2018 annual banquet – 2/10 or 2/17 Saturday, place	Invite speaker Entertainment program option – band, dance club 問金城銀行等 能否 Sponsor 因為今年 NTUAAH 已經是 501C Organization MeiLing 問問看有沒有機會換比較好的地方
2018 board members	Recruit new board members
臨時動議	Upload 年刊電子板到網站上
	辦針對學生的活動 例如保齡球 唱歌比賽 BarBQ Boating or sports cometition 等等 拉進校友會核心

4. Action Items

Action	Owner	Due Date
Send out career development workshop agenda to speakers	Warren/Katy	11/12/17
Create 廣告廠商 List (google document) 並 assign 年刊廣告給 Board Members	Katy	11/12/17
Final Q3 financial reports	Katy	11/15/17
Post 11/6 meeting minutes to website	Sinjaya	11/16/17
Create receipt format for ads.	Allen	11/18/17
Sign up to contact year book ad sponsors	All	11/18/17
2017 Career Development Workshop	All	11/19/17
Update 通訊錄 – sort by last names	Amy/Kevin	11/20/17
Distribute directory to members for review and update	Amy/Kevin	11/29/17
交年刊稿給 Amy – moon festival event	Leif	12/1/2017
2018 year book draft to board members	Amy	12/5/17
Contact year book ad sponsors and collect payments	All	12/11/17

5. Next Meeting

Date: (MM/DD/YYYY)	12/11/2017 星期 一	Time:	Dinner 6pm Meeting 6:30pm	Location:	Tracy Gee Community Center - Library
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				