

# NTUAAH 2017 Board Meeting

## MEETING AGENDA/Minutes

<b>Meeting/Project Name:</b>	10th Board Meeting		
<b>Date of Meeting:</b> (MM/DD/YYYY)	1/8/2017 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 – Work out room

### 1. Meeting Objective

2018 board members, 2018 year book 規劃, 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)	陳著釗 (顧問)
徐小玲 (顧問)	羅茜莉 (顧問)	郭原宏 (顧問)	

### . Meeting Agenda

Agenda	Minutes
會長報告 6:30pm 1. 上次會議紀錄 Action items review 2. Other	1. reviewed
副會長報告 6:45pm	None
財務報告 6:50pm 1. Q4 financial report	Distributed to board members for review.
秘書/理事報告 6:55pm	None
NTUAAH website security Prevent Malware attack	Nick and Sinjaya have restored website from Malware attack. They also took additional measures to secure website to prevent future Malware issue. Nick will provide step by step instructions for precaution measures.
World Journal ad \$130	Approved
Directory update – Amy Ku	加上校友配偶的資料 校友”會”通訊錄

NTUAAH  
2017 Board Meeting

<p>2018 Year book – Amy Ku</p> <ol style="list-style-type: none"> <li>1. Number of copies to print</li> <li>2. Costs</li> <li>3. Comments due date</li> <li>4. Final file to printer</li> <li>5. Other - Harvey donor list</li> </ol>	<p>哈維捐款名單 – 要徵取同意 (投票同意登) 年刊印 235-240 份 (去年多 30-40 份) 年刊電子檔上傳校友會網站(移除通訊錄部分) Amy 分配 review 頁數給理事 台大校歌圖檔更新 (request 台大校史館)</p>
<p>2018 annual banquet – 2/10/18, Ocean Palace</p> <ol style="list-style-type: none"> <li>1. Invite director general Chen and Director Chuang</li> <li>2. Program book</li> <li>3. Event registration deadline</li> <li>4. Remit payment to Katy</li> <li>5. Prizes purchase</li> <li>6. Prizes drawing coordinator</li> <li>7. Seating arrangement</li> <li>8. Entrance decoration for picture</li> <li>9. Decoration</li> <li>10. Setup – banner/projector/screen</li> <li>11. Slides</li> <li>12. Rehearsal</li> <li>13. Check-in team</li> <li>14. Souvenir sale team</li> <li>15. MC</li> <li>16. Photographers</li> <li>17. Guest speaker</li> <li>18. Entertainment</li> <li>19. Stage/dance floor setup</li> <li>20. Floor manager</li> </ol>	<ol style="list-style-type: none"> <li>1. 陳處長和莊主任會來</li> <li>2 Program information 寄給 Allen</li> <li>3. 1/30 年會報名截止</li> <li>4. remit ticket money to Katy 2/1/18</li> <li>5. Each board member to donate one gift.</li> <li>6. 抽獎 Katy 負責獎品細流+2 請 Lief 幫忙找</li> <li>7. Leif will arrange</li> <li>8. Balloon arch setup at entrance for photo taking</li> <li>9. Julia will decorate banquet</li> <li>10. Warren will handle</li> <li>11. 2018 board member slides – Leif, 2017 activities slides – Amy</li> <li>12. 四點半開始, 排練時間 – Allen</li> <li>13. Amy 負責 check in, 請 ROSA 學姊找六個義工。分兩邊依照 Last Name 分流 + 賣東西攤位, 要避開註冊攤位。紀念品只發給校友, 進場的時候要 check in 於通訊錄, 領紀念品以及選票。來的才能當會員</li> <li>14. See 13.</li> <li>15. 主持人: 林徵暘 陳秀芬</li> <li>16. 錄影 Allen, photographer: Long, Peter, Sinjaya</li> <li>17. 20 minutes talk,</li> <li>18. Group game: Guess price, Bingo game, 元寶 game</li> <li>19. Either stage or floor. Can not have both</li> <li>20. Floor manager - Jeanne Ma</li> <li>21. Band 希望可以把樂器和麥克風留在原位。表演可以第一個。以求最佳音樂效果。 麥克風有線 X3</li> </ol>
<p>Ocean Palace food tasting 6pm Sunday 1/14 and headcount</p>	<p>6pm at Ocean Palace</p>
<p>2018 board members</p> <ol style="list-style-type: none"> <li>1. Board member candidate list</li> <li>2. Board member ballots</li> </ol>	<p>Leif will provide</p>
<p>Year book ad payments to Katy</p>	<p>Received all except one sponsor, Judy will follow up</p>
<p>Banquet tickets distribution</p>	<p>All board members present picked up tickets</p>
<p>臨時動議</p>	

NTUAAH  
2017 Board Meeting

4. Action Items					
Action	Owner			Due Date	
Submit performance title and performers name to Allen	Performance leads			1/12/18	
Food tasting and group photo	All			1/14/18	
Program – 1 st draft	Allen			1/22/18	
Distribute 2018 board members election ballots to members	Kevin/Leif			1/22/18	
Final file of 2018 year book to printer	Amy/Mei-Ling			1/22/18	
Ticket sales deadline	All			1/30/18	
Remit tickets money to Katy	All			2/1/18	
Volunteers for setup, check-in, decorations and souvenirs	Rosa/Leif			2/1/18	
Final headcount to Mei-Ling (incl # of vegetarian meals)	Katy			2/2/18	
Final headcount to Ocean Palace	Mei-Ling			2/3/18	
Program – final draft	Allen			2/3/18	
Remit seating assignment to Leif	All			2/3/18	
Final program to printer	Mei-Ling/Allen			2/4/18	
Final seating assignment	Leif			2/6/18	
Final floor plan	Leif			2/6/18	
Bring banquet prizes	All			2/10/18	
5. Next Meeting					
<b>Date:</b> (MM/DD/YYYY)		<b>Time:</b>		<b>Location:</b>	
<b>Objective:</b>					

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