

NTUAAH 2017 Board Meeting

MEETING AGENDA/Minutes

Meeting/Project Name:	9th Board Meeting		
Date of Meeting: (MM/DD/YYYY)	12/11/2017 星期一	Time:	Dinner 6pm Meeting 6:30pm – 9pm
Meeting Facilitator:	劉美玲	Location:	Tracy Gee Community Center – Library

1. Meeting Objective

2018 board members, 2018 year book 規劃，擴大台大足跡、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. 暫定 1/13 珍寶樓試吃 2. 2/10 年會 3. 下次開會 1/8
副會長報告 6:45pm	
財務報告 6:50pm 1.	NA
秘書/理事報告 6:55pm	NA
職涯講座 Sunday, November 19 1. 活動經費申請 2.	NA
Directory update – Amy Ku	Will send a reminder
Ad sponsorship update	1/5 Allen 給 Amy ad file.

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<p>2018 Year book – Amy Ku</p> <ol style="list-style-type: none"> 1. Review draft 2. Number of copies to print 3. Costs 4. Comments due date 5. Final file to printer 6. Other 	<ol style="list-style-type: none"> 1. 1st draft is distributed to board members on 12/11 2. Last year 275 copies were printed. About the same number of copies will be printed for 2018 Year book 3. Board member to provide comments to Amy/Mei-Ling 4. Final file including directory and ads to the printer in mid January
<p>2018 annual banquet – 2/10/18, Ocean Palace</p> <ol style="list-style-type: none"> 1. Theme – 40th anniversary 2. Flyer distribution to members 3. Tickets 4. Food cost 5. Guest speaker 6. Entertainment 7. Program book 8. Decoration 9. Slides 10. Rehearsal 11. Funding application 12. Online registration 13. Event registration deadline 14. Prize drawing 15. Souvenir 16. Arrange seat 17. Entrance decoration for picture (board, balloons or others check party city) 	<p>3. Proposed ticket price: 學生票: 20 元 普通票: 40 元 貴賓票: 50 元 Kids 6 and older buy 學生票, kids below 6 are free</p> <ol style="list-style-type: none"> 4. Increase in costs by Ocean Palace 5. Invite Don Schneider, coach/consultant for senior executives in business and governments. Topic: Work/life balance. Duration: 25 mins 6. (1) Guitar duet performance (Bob) (10 mins) (2) Dance (Kevin) (5 mins) (3) Rock Band (Warren) (15 mins) (4) Latin Dance (3 mins) (5) Chorus (Leif) (8- 10 mins) (6) Violin (Leif's guests) (7 mins) (7) Prize drawing 7. Program sheet – Allen 8. Decoration to be determined 9. 2017 activities slides- Mei-Ling 10. Rehearsal 4:00 pm and after. DJ setup needs 1.5 hr., bring own boom box for rehearsal 11. Funding application – Mei-Ling 12. No online registration. Same as last year. Board members to sell tickets. No ticket required for kids under 6. As long as he/she take the seat, he/she needs to buy the ticket. 13. Event registration deadline – 1/29/18 14. Buy prize drawing gifts, board members bring a gift \$20+ for prize drawing 15. Mugs, calendar or other items 16. TBD 17. Allen to check
<p>Payment option – paypal or credit card</p>	<p>No</p>
<p>Ocean Palace food tasting in January</p>	<p>January 14 tentatively, will confirm with Ocean Palace</p>

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2018 board members 1. Board member candidate list 2. Board member ballots	Action: Leif to provide the list by 1/8/18 目前急需財務專長
JCCAA year end dance 12/31/17 1. Tickets 2. Flyer distribution to members	1. 10 tickets available at \$25 before 12/25 2. Kevin will distribute flyer to members
臨時動議	2018 board member nomination committee: Mei-Ling, Warren, Chienli, Leif and Jeanne

4. Action Items

Action	Owner	Due Date
Complete final banquet flyer	Winnie	1/3/18
Send directory email reminder	Kevin/Mei-Ling	1/4/18
Distribute banquet flyer to members	Kevin/Mei-Ling	1/4/18
Final ads files in one pdf file	Allen	1/5/18
Q4 financial report	Katy	1/7/18
Check pricing of entrance decoration vendor/mug/calendar	Allen/Kevin	1/7/18
Final 2018 board member candidate list	Leif	1/8/18
Final draft of year book to board members	Amy/Mei-Ling	1/8/18
Remit all ads payment to Katy	ALL	1/8/18
Banquet tickets printing	Chienli	1/8/18
Provide banquet performance information to Allen	Performance leads	1/10/18
Final directory in the year book	Amy	1/11/18
Final year book with directory and ads to Mei-Ling	Amy	1/12/18
Banquet food tasting at Ocean Palace	ALL	1/14/18
Banquet program – first draft	Allen	1/14/18
Final 2018 board member election ballot to members	Kevin/Leif	1/15/18
Remit banquet ticket money to Katy	ALL	1/31/18

5. Next Meeting

Date: (MM/DD/YYYY)		Time:		Location:	
Objective:	2018 year book 規劃、擴大台大足跡、2018 年會策劃、其他會務討論				