

NTUAAH  
2019 Board Meeting

|      |              |    |                 |
|------|--------------|----|-----------------|
| 會議名稱 | 休士頓台大校友會理事會議 |    |                 |
| 日期   | 1/4/2020 星期六 | 時間 | 10:00 - 12:00pm |
| 主持人  | 鄧曉林          | 地點 | TECO 102        |

| 出席人員    |          |             |         |         |
|---------|----------|-------------|---------|---------|
| 鄧曉林(會長) | 吳而立(副會長) | 辜千慈(財務)     | 陳稚琴(理事) | 何有靜(理事) |
| 葉佳宜(理事) | 陳哲寬(理事)  | 王崇哲(理事)     | 潘敏(顧問)  | 郭原宏(顧問) |
| 羅茜莉(顧問) | 劉美玲(顧問)  | 蕭暉獻(理事)(紀錄) |         |         |

| 會議議程  |           |   |
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| Topic   | Time      | Details   |
| 財務報告  | N/A       | 財務報告: Complete<br>There is one income item from a donor. Cathy to investigate who is the donor and where the fund should go to.   |
| 2020 Year Book                                    | N/A       | <ol style="list-style-type: none"> <li>封面 – due 1/18/20 - Winnie</li> <li>提詞 – due 1/18/20 - Cathy provided one from 管, Ernie or Cathy to provide if there is anymore.</li> <li>會長副會長的話 - due 1/18/20 - Cathy, Ernie to provide picture and statement.</li> <li>心得 – due 1/18/20 <ol style="list-style-type: none"> <li>2019 年會 - Kevin</li> <li>春季野餐 – Kevin</li> <li>Asia Fest – Cathy</li> <li>管校長 – Cathy (XX 學姐)</li> <li>Anne Chao – Amy</li> <li>中秋晚會 – Ernie</li> <li>Podluck – 佳宜</li> <li>Career – Greg</li> <li>同樂盃 - Kevin</li> </ol> </li> <li>Ad – <ol style="list-style-type: none"> <li>Email template – due 1/5/20 – Kevin to send out template.</li> <li>Finalization - due 2/2/20 – See Cathy's list for each one's responsibility. Once confirm, please provide information to Kevin.</li> </ol> </li> <li>通訊錄 – if email was bounced back, remove email address but keep name and telephone number.</li> <li>Print – due 2/9/20 - Send to Chienli for print</li> </ol> |
| NTUAAH appreciation lunch and Greg's baby shower. | 1/19/20   | Assume to be held at Lam Bo at 12:00. Cathy to contact and confirm.   |
| Annual Banquet                                    | 2/23/2020 | <p>地點: Lam Bo Restaurant</p> <ol style="list-style-type: none"> <li>Email Notification - Due 1/5/20 - Kevin to send an email to keep the day</li> <li>Flyer &amp; Ticket – due 1/18/20 – Winnie</li> <li>Program book design – Cathy</li> <li>Program coordinator – 美玲</li> <li>MC – (preliminary) Allen &amp; Cathy to find</li> <li>Rehearsal coordinator – Cathy</li> <li>Floor manager – Warren</li> <li>Table arrangement &amp; Flow chart – Greg</li> </ol>   |

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|-------------------|--|---|
|                   |  | <p>9. Seating arrangement – Chienli<br/> 10. Hang banner – Ernie<br/> 11. Registration – 友靜, 稚琴<br/> 12. Greeting - Cathy?<br/> 13. Photo – 王力仁, Cathy to find others.<br/> 14. Event announcement – due 1/19/20 – email (Kevin), FB (Amy), website(佳宜)<br/> 15. Ticket sale – board members – \$50 (VIP)/35(Regular)/20(student)<br/> (a) Only e-ticket,<br/> (b) Each attendee will need to know your 桌長名字, 認桌長名入座<br/> (c) 理事/桌長 to provide list (list to include 桌長, 參與人, 是否校友)<br/> 16. Fund – Cathy<br/> 17. Slides – 佳宜<br/> 18. Projector / Screen / DJ – Cathy to check with Lam Bo.</p> |
| Next Meeting Time |  | 地點： 2/8/2020 10am 橋教中心  |
| <b>討論與表決</b>      |  |   |
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