**ASIAN FACULTY AND STAFF ASSOCIATION (AFSA) BOARD MEETING MINUTES**

**Friday, April 24, 2015**

**12:00 – 1:30 PM, CDDS Conference room**

Attendance: Martha Vungkhanching, Gena Lew Gong, Sarah Lam, Hiromi Kubo, Sande Wu, Howard Wu, Woonki Na, Deify Law, Qin Fan, Brian Tsukimura

* Quorum was reached as 8 out of 10 board members attended. Martha called the meeting to order at 12:08 pm. Minutes of March 6, 2015 meeting was approved.

**Agenda Items Discussed:**

AAPI Commencement:

* To be held on May 9, 12-3pm, North Gym, Key Note Speaker: President Castro
* About 46 students and 400 guests will attend the commencement ceremony
* AFSA will decide who are going to stand on stage and march in the ceremony and will need 10-20 volunteers
* AFSA will present book award during ceremony. Jody or Brian will coordinate the activity.

AFSA Book Award:

* Book Award Committee: Gena, Joy and Hiromi
* The committee will send out application information to AFSA Listserv and to other relevant listserv. This award is open to undergraduate and graduate students except students graduating in Spring 2015
* Granting 2-3 awards of $250 each

Renewal of Board Members:

* Board member is only valid for one year according to AFSA by-laws.
* Sarah and Qin asked to be released from serving on the board due to other commitments
* Gena (Student Liaison Chair), Woonki (Treasurer), Sande (Public Relations Chair), and Howard (Technology Chair) will continue to serve in the same position, respectively
* Martha nominates Srini for President and Deify for Vice-President

AFSA Budget report:

* 15 paid members of this Spring 2015 semester and 30 paid members of Fall 2014 semester
* AFSA will remind members of paying for membership fees
* $500 to be allocated to Action research project from the remainder of 2014-15 Provost approved budget for AFSA (as this budget would be needed early next academic year)

APAHE Conference:

* Conference went well and networking and discussions are helpful

Action Research Project:

* The project is to support academic success. AFSA agreed to use leftover budget of this year to cover action research project expenses

LDPHE (LEAP):

* Brian suggested nominating one faculty/staff from AFSA and another one from outside AFSA to attend LDPHE to secure the AFSA’s continuity. Martha nominated Sarah and Deify to attend the LEAP.

Upcoming AFSA Events:

* Martha and Srini will work on the schedule for Poverello House

Meeting Adjourned at 1:25 p.m.

Prepared by: Deify Law, 5/4/15