COUNCIL ON ASIAN PACIFIC MINNESOTANS

Minutes
Council Board Meeting
November 16, 2017
5:00 – 7:30 P.M.
Blazing Star Room, Centennial Office Building
658 Cedar Street, Saint Paul, MN 55155

Chair Maeda called the meeting to order at 5:20 P.M.

I. ROLL CALL

Present:
David Maeda
Anil Hurkadli
Zoe Zhi
Dave Hoang
Sharon Lim
Grace Lee
Famaati Winey
Tsewang Ngodup
Representative JoAnn Ward
Senator Carolyn Laine
Staff: Sia Her, Karina Vang, Tou Xiong and Anjuli Mishra Cameron.
Absent: Hafiz Munir, George Thawmoo, Senator Roger Chamberlain, and Representative Rod Hamilton.

With 10 out of 14 voting members present, there was a quorum.

II. APPROVAL OF NOVEMBER 2017 AGENDA
Chair Maeda presented to the board the meeting agenda of November 16, 2017.
MOTION: To approve the meeting agenda of November 16, 2017.
BY: Ms. Lee, and Mr. Hoang seconded by. *The motion was unanimously passed.*

III. APPROVAL OF SEPTEMBER 2017 MINUTES
Chair Maeda presented to the board the meeting minutes of September 21, 2017.
MOTION: To approve the meeting minutes of September 21, 2017.
BY: Ms. Zhi, and seconded by Ms. Lee. *The motion was unanimously passed.*

IV. LEADERSHIP AWARDS DINNER
Chair Maeda asked board members to provide feedback on the dinner. Board members agreed that the dinner was well done. Ms. Lee provided feedback on the keynote speakers and what community members liked and disliked, including the call for unity. Ms. Her stated that she appreciated the tone set by the board chair at the start of the dinner. She provided additional positive feedback she heard from communities. Senator Laine weighed the cost of the dinner against the positive feedback, stating that about 1/6th of the budget is allocated to the dinner. Representative Ward agreed that the cost/benefit analysis must be examined. Ms. Lee reflected on the difficulty in measuring the benefits. Ms. Zhi asked what other Councils are doing. Ms. Her responded that no other Council hosts a similar event. Ms. Her reflected that the dinner reinforces the relationships with community, rather than building the relationships with community. Ms. Her stated that the Dinner is very expensive, especially with the

inclusion of staff time. Senator Laine stated that the changes made in the enabling statute reflect the desire to shift the Council's focus from community events to the Legislature. Ms. Barb Deming highlighted some comments made by the board during the strategic plan, regarding shifting the focus of the Events Committee to other types of community engagement. Ms. Her stated that the current model includes the Executive Director and staff responsible for carrying out the bulk of the fundraising and Dinner activities, an alternative model would be to have board members provide increased engagement for the Dinner. Ms. Zhi stated that each board member was responsible for two tables, and shared some details about the process she went through to achieve success. Mr. Hoang stated that there were 3 types of resources being expended: time, money, and people; if people are unable to fundraise then they should try to commit to the other two. Senator Laine stated that one cannot ask someone to fundraise without training. Mr. Hurkadli stated that he would rather focus on a community outcome s and efforts toward engaging community and uplifting community. Ms. Lee would prefer that this conversation be moved to an Events "subcommittee." Ms. Her stated her frustration that board members are not more knowledgeable about the fundraising process, given the number of emails provided to the board by staff. Ms. Lee reflected that while sufficient time was given, Board members were assigned fundraising tasks without their prior consent.

MOTION: To have this discussion to be addressed by an "Events" subcommittee.

DISCUSSION: Tracy Sigstad, from the Department of Administration, introduced herself to the board and explained her advisory role, as well as compared the Council budget to other agencies. Due to the budget adjustment for the dinner, money had to be taken out of the overtime budget. She also stated that no other small agency takes up this type an event like the Council's Dinner, which is why she opted to attend this board meeting. Ms. Lee asked for Ms. Her's recommendation. Ms. Her recommended a volunteer group of board members be invited to dialogue with her to address issues/concerns relating to the Dinner, and return to the full board with recommendations on how the Council should proceed.

BY: Ms. Lee, and seconded by Mr. Hurkadli.

Senator Laine added that an event/Dinner does not need to take place every year. Representative Ward reflected on the purpose of the Council and how the Dinner fits in with this purpose, including bringing all of the communities together. Senator Laine asked if the Dinner was identified specifically in the strategic plan. Ms. Winey said that it was not explicitly stated in the action plan. Ms. Her asked for five volunteers from board to discuss with her the issues/challenges of the Dinner; she will send out an email inviting members to volunteer for this effort.

V. FINANCIAL REPORT

Mr. Hoang asked if this Dinner places the Council in the negative (budget-wise). Ms. Sigstad responded that it has not. Ms. Sigstad then walked board members through the Council's budget spreadsheet. The unobligated column total amount is the remaining dollar amount is $31,000 for the fiscal year; $500 remains in the overtime line-item. Board members and Ms. Sigstad discussed the decision to take Dinner expenditures from a single-line item. Representative Ward asked if outside agencies could pay the Council for work. Ms. Sigstad stated that it becomes complicated with the must-use contracts, however, the Council can accept gifts. Ms. Sigstad stated that the Council is carrying $2,400 in the Gift account that was depleted on the Dinner. Ms. Sigstad reminded board members that this is still the first year of the fiscal biennium.

VI. SELECTION OF 2018 BOARD OFFICERS AND COMMITTEES

Chair Maeda explained to board members the process for selecting board officers, and asked for nominations for chair. The board made a single nomination.

MOTION: Elect David Maeda as 2018 Board Chair.

BY: Ms. Winey, and seconded by Mr. Hurkadli. *The motion was unanimously passed.*

Chair Maeda asked for nominations for Vice Chair.

MOTION: Elect Dave Hoang as 2018 Board Vice Chair.
BY: Chair Maeda, and seconded by Ms. Zhi. *The motion was unanimously passed.*

Chair Maeda asked for nominations for Treasurer.

MOTION: Elect Zoe Zhi as 2018 Board Treasurer.
BY: Ms. Lee, and seconded by Mr. Tsewang. *The motion was unanimously passed.*

VII. STRATEGIC PLAN

Chair Maeda then asked Ms. Barb Deming, from MAD, to present to the board on the strategic plan. Ms. Deming reviewed the documents in the board packet, including the addition of external legislative priorities. Board members agreed that the addition of the legislative priorities was helpful to the strategic plan. Ms. Cameron noted that the legislative priorities change with the biennium. Mr. Hurkadli asked that those be noted. Ms. Lee stated the strategies should be included in the strategic plan, because they correspond with each of the goals. Ms. Deming then asked for feedback from board members on each strategy's action plan.

- Strategy A: Build Council Infrastructure
  Representative Ward stated that "having more resources" was not reflected in the action items. Mr. Hurkadli stated that it was that it was really about storing and sharing information. Ms. Deming asked Board members to identify prioritize actions into 3 phases: soon (Jan-Mar), later 1 (Apr-Aug), and later 2. (Sept-Dec). Board members then ranked each action step by priority.

- Strategy B: Board Culture.
  Representative Ward asked if we have a Board Development Task Force. Ms. Deming responded that there was a recognized need for this based on board feedback. Representative Ward asked what the timeline looks like for board appointments, to help facilitate board training. Board members assigned "soon" to all action steps. Representative Ward asked who would be responsible for the board evaluation. Ms. Winey stated that she will ask for evaluations from the board to be returned by Friday, December 8th. The Board Development Task Force will be addressed by the Executive Committee.

  Ms. Her stated that the purpose of the Executive Committee involvement in the Board Development Task Force is based on its ability and authority to make financial decisions for professional development for the board. Mr. Hoang and Ms. Zhi volunteered to be in the Board Development Task Force.

- Strategy C: Building Partnerships
  Ms. Deming suggested that this be included in Strategy D. Representative Ward said she felt that this was about building partnerships with organizations and agencies. Board members agreed that they were separate goals. Ms. Zhi stated that she felt that it puts additional work on staff, and suggested that perhaps board members could take on some of this work.

- Strategy D: Increasing Community Engagement
  Ms. Deming highlighted board discussion that the events committee be converted to a community engagement committee. Ms. Zhi stated that committee initiatives create voices for board members, and help other members to understand their communities.

  Representative Ward asked if board members have nametags to be identified in community settings. Board members agreed that nametags would be helpful. Ms. Zhi asked if they could publish their emails. Representative Ward stated that they could create a generic email string for board members to be contacted by community members. Ms. Deming stated that there would have to be a Board process in place. Representative Ward stated that reporting board members attendance at community events would be helpful for legislators. Ms. Deming provided a template for how board members can track engagement with community organizations/events, which she will share with Karina.

- Strategy E: Increase Legislators' Engagement
  Board members asked about the identification of key legislators, which they agreed should include both legislators with high API-concentrated districts and committee chairs. Representative Ward asked about planning of API Day at the Capitol. Ms. Zhi asked about the statutorily mandated board orientation training; staff responded that Admin is in charge, and will be following up with newly appointed members. Board members continued discussion on the need for additional board trainings.

VIII. OTHER BUSINESS

None.

The meeting was adjourned at 7:33 P.M.