

Asian American Journalists Association
FALL-WINTER 2006 GOVERNING BOARD MEETING
Dec. 1-2, 2006
AAJA National Office, San Francisco

DRAFT MEETING MINUTES

GOVERNING BOARD MEETING

FRIDAY, DEC. 1, 2006

PRESENT:

Officers: Esther Wu, National President; Stanton Tang, National Vice President for Broadcast; Jeanne Mariani-Belding, National Vice President for Print; Cynthia Wang, National Treasurer; Janet Tu, National Secretary

Board members: Maya Blackmun-Portland; Jessie Mangaliman-San Francisco/Bay Area; Michael Rocha-San Diego; Ameet Sachdev-Chicago; Cheryl Tan-New York; Doris Truong-Washington, D.C.

Staff: Rene Astudillo, Executive Director; Janice Lee, Deputy Executive Editor; Antonio Salas, Membership and Chapter Development Manager; Gwen Singleton, Meeting and Event Manager; Kimberly Mizuhara, Student Programs Coordinator; Wilbert Mui, Office Assistant; Glenn Sugihara, accountant; Karen Sugihara, bookkeeper; Eddie Foronda, Web Editor

Guest: Jam Sardar, National Vice President for Broadcast-elect

1. **Call to Order** (Wu)

Meeting called to order at 9:15 a.m. Pacific time.

2. **Roll call** (Tu)

Roll call conducted. Quorum was met.

3. **Approval of Previous Minutes** (Wu)

(See document "Summer 2006 National Board Meeting Minutes," submitted by Tu)

The Board reviewed the Summer 2006 National Board (Governing and Advisory Boards) Minutes as recorded and submitted by Tu.

Tang moved to approve the minutes as recorded. Truong seconded. Motion passes.

4. **President's Report (Wu)**

(See documents "President's Report" and "UNITY Report," submitted by Wu)

Wu thanked the Los Angeles chapter for organizing the endowment fundraiser. Wang said the share from the proceeds going to the national endowment will be \$25,000.

Astudillo had a correction to the President's Report: Suzanne Ahn endowed AAJA with \$100,000 (not \$50,000).

Wu said she was pleased Sachdev agreed to be an AAJA Unity representative. Sachdev is based in Chicago, where the 2008 Unity convention will be held. Sachdev said the Chicago-area representatives of Unity organizations have organized a sort of ad-hoc Unity convention group.

5. **Treasurer's Report (Wang, Astudillo, Sugihara)**

(See documents "AAJA Treasurer's Report Winter '06," submitted by Wang; "Draft Investment Policy Statement for Asian American Journalists Association," submitted by Wang; and AAJA "Statement of Activities For Month Ending Nov. 30, 2006," "Statement of Activities Projected Year-End Dec 31, 2006," "Projected Revenue Detail Year-End Dec. 31, 2006," and "Projected Functional Expenses Year-End Dec. 31, 2006," submitted by Astudillo and Sugihara)

Sugihara projected a surplus of about \$260,000 by year end – but said that figure includes the 25th anniversary endowment.

Wang passed out the draft investment policy prepared by Merrill Lynch, in consultation with Astudillo, Sugihara and Wang. Astudillo said the policy was drafted based on AAJA's answers to a questionnaire including how much risk AAJA is willing to take, and what kind of companies AAJA can or cannot invest in. Wang said AAJA is looking for a 6 percent return on investment. Wu asked how Board members or AAJA members could see which companies AAJA has invested in. Wang said the books are open to anyone who requests them.

Wu asked for clarification on who's on the Finance Committee, and who's on the Fund Development Committee. Wang said the two are the same and she calls it the Finance Committee. She said the members currently are Wang, Sachdev, Sharon Chan of Seattle, and Pankaj Paul of Philadelphia. Wang said Paul would likely not be continuing on the committee, but Tang and former National Treasurer Sharon Prill possibly would be added.

Wang said this time last year there was a projected budget deficit, and that Astudillo will go into details of how that turned around. She said one key was having chapters involved in funding J Camp.

Astudillo said the previous projection of an operating deficit was based on: projected revenue from the Hawaii convention being lower than it turned out to be; staffing level being higher than it eventually was; and a foundation that had indicated it wouldn't give a grant making an exception for AAJA.

Astudillo said additional revenue came from: career listings, which garnered \$16,000; chapter contributions to J Camp, which was about \$13,000; a McCormick Tribune Foundation grant for \$50,000 for ELP. There were also contributions from other media companies including contributions to J Camp from Bloomberg and McClatchy, and at least \$12,000 in extra donations from anonymous donors. In addition, including the contribution from the L.A. chapter's endowment event, total proceeds to the endowment will be about \$300,000 for the year. Astudillo said despite slightly lower membership numbers this year – there are 70 less than last year – revenue from membership dues exceeded projections because of corporate memberships. Astudillo reported a savings of at least \$10,000 in staff salaries because of the resignations of some staffers whose positions were not filled. \$14,000 was saved in conferences and meetings; and \$4,000 in staff development training since most staff went to free or low-cost training.

Question was asked about the \$10,000 increase in general insurance expense. Astudillo said AAJA's original premium was based on when the organization had only 500 members many years ago. AAJA's insurance broker reviewed the policy this year and said with many new members and chapters, the risk exposure goes up, so the premium went up.

Question was asked about the amount for bank charges. Wang said that comes from the bank assessing a fee for each credit card transaction.

6. **Executive Director's Report** (Astudillo, Lee)

(See document "Executive Director's Report," submitted by Astudillo)

Astudillo said he is expecting to hear back in the next few weeks from several foundations about pending grant applications. Question was asked about what the \$20,000 Scripps Howard Foundation grant application for MediaWatch would go toward. Astudillo said it would be used to develop MediaWatch's use of the Web – getting postings up sooner, etc.

Lee said the staff will be posting a job opening position for Events and Fundraising Coordinator. That person would take on some of the duties of Singleton, who is leaving.

Lee said Neal Justin and Clea Benson have agreed to be J Camp directors for 2007. Josh du Lac is stepping down as a director, but will be on faculty. Angie Lau is being invited as a faculty member for 2007.

Lee said they are looking for coordinators for the convergence student projects at the 2007 convention. This person or persons would provide expertise on how to restructure – for instance, do the student projects go from four to two. Lee said there are some candidates for coordinators. Lee said by January, they will have a better idea of what the program needs are and who the coordinator candidates are. Astudillo said they have a grant proposal in to the Philip Graham Fund to help fund digital equipment to be used for student projects, and to help with AAJA's online development.

Mizuhara reported staff and J Camp directors are developing a code of conduct for J Camp students and student project participants. Students taking part in the programs will have to sign and adhere to the code of conduct.

7. **Convention Reports/Updates** (Astudillo, Singleton)

(See document “AAJA 18th Annual National Convention 2006 Final Report,” submitted by Astudillo; comparison chart of costs at four proposed cities for 2009 convention, submitted by Astudillo and Singleton)

2006 Convention

Astudillo said AAJA was \$15,000 short of the projected revenue goal. But he said the actual net income was \$100,167, minus the host chapter share of \$23,616 – meaning the net income for National is about \$70,850.

2007 Convention

Singleton reports a hotel rate of \$115 for the Hyatt Regency in Miami. There have been some changes made to the convention schedule from previous years: The gala banquet will be on Saturday night – and will serve as the convention closing event. The career fair will be on Thursday and Friday only. And there will be some workshops on Saturday. The town hall has been moved to lunchtime on Saturday. The awards luncheon will be on Friday. The general membership meeting will be on Thursday.

2009 Convention

The dates will be Aug. 8-16 for the full convention, starting with the student projects. The technical start of the convention is the Wednesday of that week.

Astudillo reported that he and Singleton went for a site visit to the Seaport Hotel and World Trade Center in Boston. They also went to Providence to see about possibly holding the convention there. And they met with New England chapter members. Singleton said the Seaport Hotel was the only hotel in Boston they

looked at because one hotel backed out, and other hotels said the AAJA's convention is too small for them. Singleton reports the Seaport Hotel is a green hotel, and that guests are not allowed to tip, although \$3 a day is added to the bill. There is free Internet with many restaurants nearby and ready access to public transportation. The room rate will be \$209. There is a meeting/exhibit room rental fee of about \$20,000 because the events will be at the convention center, not the hotel itself – normally AAJA wouldn't pay that fee; but Singleton reports they were able to negotiate that figure down.

Blackmun moved to accept the bid from the New England Chapter to host the 2009 convention in Boston. Mariani-Belding seconded. Motion passes.

Break for lunch. Then board reconvened.

8. **Special Election Update (Tu)**

Tu reported Mariani-Belding tendered her resignation letter effective Dec. 5. She is stepping down from the position of National Vice President for Print to assume the position of National President on Jan. 1, 2007. A notice of election and call for nominations will be issued around Dec. 6. Nominations will be open until Jan. 12. Ballots will be sent out by Jan. 17. Deadline for ballots to be sent back to national office will be Feb. 16.

9. **Bylaws Task Force Report/Update (Tang)**

(See document "Bylaws Task Force," submitted by Tang)

Tang said he wasn't passing out proposed bylaws changes because a process hadn't been established on how bylaws are to be changed. He passed out a proposed structure for how AAJA would amend its bylaws. Board members offered suggestions and Tang said he would revise the proposal.

10. **Committee Reports/Updates (Mangaliman, Rocha, Tan, Tang, Sachdev, Blackmun, Wang, Lee)**

(See documents "Strategic Plan Update," submitted by Lee; "Broadcast Committee," submitted by Broadcast Committee Chair Randall Yip)

National Programs

Mangaliman said committee chair Suzanne Marta was waiting to hear the results of the program inventory. Mangaliman then deferred to Lee, who said the program inventory report would be compiled that weekend.

Marketing/Communications

Rocha said he worked with Anne Marie Cruz and Lee to design and put together DateLine AAJA. The committee's next goal is to get a speakers bureau running by next year.

MediaWatch

Tan said co-chair Abe Kwok has been a hero filling in when others on the committee are out-of-pocket. With Kwok stepping down, though, the committee is looking for others to step in. Tan and Wu appealed to the Board to submit names of people to take over co-chair duties. Wu recommended that the two Vice Presidents take a more active role in MediaWatch. Wang recommended keeping track of the number of issues MediaWatch tackles each year for inclusion in the annual report.

ACTION NEEDED: Lee will send the Board a list of chapters that haven't sent a name of a MediaWatch representative.

Broadcasters

Tang said the "More Than A Job" DVD has done well on YouTube and Yahoo video – it's had about 500 hits. He recommended putting more AAJA videos, student projects, etc., on YouTube and other such sites since it doesn't cost AAJA to do so. Truong reported the D.C. chapter sponsored the Asian American Film Festival there, and as a condition of sponsoring it, showed the DVD.

Membership & Chapter Development

Sachdev liked an idea Astudillo had suggested earlier about members who get new members to sign up getting a discount on dues. Sachdev wondered if there was more to do in marketing to reach those with 15 to 20 years experience. Board members said AAJA needs to do a better job of marketing itself and all its offers, such as professional development grants.

Suggestion was made to hold regional convergence workshops for members. Mangaliman said the San Francisco chapter held a regional convergence workshop and he'll write a how-to on that for the spring Board meeting.

Astudillo said the retention rate challenge applied not just to AAJA but all journalism organizations. The organizations with the best retention rates have activities all year round or at least a few times a year. Astudillo also suggested Salas and Sachdev get together to talk about encouraging chapters to hold at least one activity a year. Tan suggested partnering a new chapter with a more established one – a chapter mentoring system.

ACTION NEEDED: Mangaliman will write a how-to on a regional convergence workshop for the 2007 Spring Board Meeting.

Policy & Issues

Blackmun said there was nothing to report other than the whistle-blower policy to be considered tomorrow.

Finance

Wang said a lot of what she outlined in the treasurer's report is what she'd like to go forward with in 2007. She said she would like to secure at least \$10,000 from chapters to support J Camp.

Mangaliman moved to go into Executive Session to discuss personnel issues. Tu seconded. Motion passes.

Tu moved to come out of Executive Session. Tan seconded. Motion passes.

11. **Focus Project**

(See document: "Focus Project," submitted by Focus Project leader Abe Kwok.)

Kwok was teleconferenced into the meeting. Kwok said because it would be cumbersome and costly to do a survey of all Asian Americans, he suggested a survey of AAJA's membership on topics ranging from job security to job satisfaction to media portrayals of Asian Americans. Tan wondered if the topic could be even more focused. It was decided to discuss this further off-line and get back to Kwok with a topic later this weekend.

Sachdev moved for the 2007 focus project to be a poll of the membership on the state of the industry. Mariani-Belding seconded. Motion passes

ACTION NEEDED: Discuss and get back to Kwok with a more focused topic this weekend.

12. **Chapter Petitions**

(See documents "North Carolina Update for Winter Board Meeting," submitted by Ellen Sung of North Carolina; and the Wisconsin group's petition, membership list, plan of past and future activities, and letters of support, submitted by Sheila Lalwani of Wisconsin)

Astudillo made a comment not particularly specific to either of the two groups: That as new groups want to form chapters, AAJA needs to make them aware of the requirements and work of chapters, and to factor in that any new chapter would add to the national staff's time and resources.

North Carolina

Question on whether there are enough members in North Carolina with enough enthusiasm to sustain a chapter. Several Board members said yes.

Tang moved to accept North Carolina as a chapter. Tan seconded. Motion passes.

Wisconsin

Discussion was held on the group's petition. Some Board members said they didn't know enough about the group yet to know whether there are enough dedicated people to sustain a chapter over the long haul. They said petitions by other groups in the past have usually taken some time to get pre-certification approval because it takes time for the Board to get comfortable with the group, see whether it's sustainable and whether the group knows its chapter responsibilities. It also takes time for the group to get comfortable with the Board and see how national operates.

Others argued the criteria are not clear on what chapters need to do to gain pre-certification status and that the Wisconsin group did everything the bylaws require. They also said the one year waiting period required between getting pre-certified and a Board vote on chapter status should serve as a time when the Board and chapter get to know each other and to see if chapter status is indeed something the group wants and that would benefit AAJA.

Wang moved to defer decision on the Wisconsin petition to the next meeting. Discussion followed. Wang withdrew her motion.

Lalwani was teleconferenced into the meeting, and questions were asked about the Wisconsin petition.

Tang moved to defer discussion of the Wisconsin petition to the 2007 Spring Board Meeting. Blackmun seconded. Roll call vote: Motion passes unanimously.

ACTION NEEDED: Sachdev will contact Wisconsin to give them the news and let them know what more is needed.

Wu turned the meeting over to Mariani-Belding.

13. Discussion on Impact on AAJA of Sale of Media Properties, Consolidation, Buy-Outs, Downsizing (Mariani-Belding)

Mariani-Belding said the way for AAJA to remain relevant is to make sure its members are well trained and ahead of the curve. She asked for suggestions on ways to make sure AAJA is achieving that goal.

Astudillo said about 30 AAJA members responded to a survey on consolidations, job status, etc. Of the 30, 11 said their companies had been sold, two said there had been layoffs at their companies, three had accepted buyouts, and two had been laid off. Those surveyed said AAJA could best help members by offering: career counseling, multi-media skills training, skills-based student projects, and advocating for members.

Mariani-Belding suggested AAJA might also help with workshops on issues such as whether people can afford to take buyouts.

Tang suggested broadcast members could train print and other members on some aspects of convergence. Other Board members said they'd like to see workshops on audio skills, multi-media storytelling, shooting video, blogging, legal ramifications of new media.

Recess called for the day.

GOVERNING BOARD MEETING

SATURDAY, DEC. 2, 2006

PRESENT:

Officers: Esther Wu, National President; Stanton Tang, National Vice President for Broadcast; Jeanne Mariani-Belding, National Vice President for Print; Cynthia Wang, National Treasurer; Janet Tu, National Secretary

Board members: Maya Blackmun-Portland; Jessie Mangaliman-San Francisco/Bay Area; Michael Rocha-San Diego; Ameet Sachdev-Chicago; Cheryl Tan-New York; Doris Truong-Washington, D.C.

Staff: Rene Astudillo, Executive Director; Janice Lee, Deputy Executive Editor; Antonio Salas, Membership and Chapter Development Manager

Guests: Jam Sardar, National Vice President for Broadcast-elect; Clea Benson, 2007 J Camp Co-Director (present during lunch break)

14. **Call to Order** (Mariani-Belding)

Meeting called to order at 9:07 a.m. Pacific time.

15. **Roll call** (Tu)

Roll call conducted. Quorum was met.

16. **Proposed Financial Plan** (Astudillo)

(See document "AAJA Financial Plan," submitted by Astudillo)

Astudillo said the plan is a combination of immediate and long-term goals. He said the Board could discuss each aspect of the plan separately, but he hopes the Board will vote on the plan as a whole.

A. Conventions

Convention Programming and Scheduling

The proposal is to have the gala banquet Saturday evening so people don't leave that day and to cut costs of having a separate closing reception. Also, the career fair will not run Saturday morning since some recruiters leave by then. Several people said AAJA should at least try these changes and see how they work out.

ACTION NEEDED: Implement these changes for the 2007 convention in Miami and evaluate afterward how they worked.

Student Projects

Mariani-Belding said the Programming Committee will come up with and present a structure for this by the Spring Board Meeting.

ACTION NEEDED: Programming Committee will work with National Staff to come up with a structure for converged student projects by the Spring National Board Meeting.

Mid-Career Networking Reception

Last year's networking reception was a pilot project and was by invitation only. Feedback on it was good and indicated AAJA should do it again. Discussion was held on the need to establish objective criteria on who is invited – for instance, those with 10 years experience or more. Question was asked about cost of holding the reception and whether AAJA should charge members to attend. Astudillo said if there is a sponsor, the reception wouldn't cost AAJA much, if anything. Board consensus was not to charge members to attend, since this would be a benefit to mid-career members.

ACTION NEEDED: Continue to hold mid-career networking reception at conventions.

Meal Events

Discussion was held on whether to charge for meal events. Some said they would be against charging for the awards luncheon since some come just to pick up their awards. Others said now would not be a good time to do this since convention fees were just increased. Consensus was to shelve the idea for now.

B. Membership

Membership Drives

There was consensus that membership drives should be chapter-based. Perhaps chapters could provide prizes for people who bring in the most members. Chapters might be given an incentive to do this by perhaps offering the chapter that gets 100 percent renewal rate their first choice of convention assignments.

Corporate Membership

Astudillo said continuing corporate memberships would be a good idea – there are currently eight corporate members.

ACTION NEEDED: National Office will send lapsed-members lists to Chapter Presidents and Advisory Board members. The idea is to have Advisory Board members come to the Spring Board Meeting with numbers on how many on those lists renewed.

ACTION NEEDED: The Membership Committee will present a plan at the Spring Board Meeting including: a schedule of when to revisit membership dues and what the dues should be; recommendations on whether to raise gold membership dues, whether to create a platinum membership level above the gold membership and what the benefits would be at that level; and whether to open corporate membership to media and communications companies including PR companies. The Membership Committee will present a proposal in writing to be distributed electronically to National Board members before the Spring Board Meeting.

C. Endowment & Investments

(See also: “AAJA Endowment Update,” submitted by Endowment Chair Mae Cheng)

Endowment Goal and Deadline Extension

Discussion was held on whether to keep the National Endowment’s \$2 million goal, and if so, how long to extend the campaign; and whether to change the name from “25th Anniversary Endowment” to “AAJA Endowment Campaign.”

ACTION NEEDED: Extend the endowment deadline until \$2 million is reached. Set an internal deadline of reaching this goal in two years. Change the name to “AAJA Endowment Campaign.”

Investments

Astudillo referred Board members to the draft investment policy statement.

Using Interest from Endowment

Astudillo said AAJA needs the money from the interest to fund programs. Wu argued against it, saying the money could remain in the bank accruing interest toward the \$2 million goal. Others said that goal figure should come from money raised from outside organizations, and interest should not count toward the goal.

Some also said using the interest now would let people know that AAJA is using that money responsibly and for the intended purposes.

ACTION NEEDED: Consensus was to authorize use of the endowment interest for programs.

Finance/Fund Development Committee

Astudillo said in the past, it's been a bit confusing because there's been a Board Finance Committee and a Board Fund Development Committee. Now, that's been streamlined to just one: the Finance Committee, which he hopes will play a bigger and more active role in managing AAJA's investments.

Wu said the endowment committee should have oversight over endowment funds. An endowment committee was established when the campaign started, with provisions calling for the establishment of a nominating committee that would suggest members for the endowment committee. Wu suggested, in addition to fundraising, that the committee provide input on investments and expenditures of endowment funds.

Astudillo said it would be confusing and duplicative to have an endowment committee just overseeing endowment investments, without taking into account the other investments that AAJA has. He said the endowment committee was formed not for oversight but for fundraising.

Wang said the Finance Committee looks at overall fundraising strategies and investment policies, and suggested the Finance Committee could create a subset of members to look at the endowment specifically.

Recess called. Then Board reconvened.

Wu said she would be fine with an endowment committee being a subset of the Finance Committee.

ACTION NEEDED: Bypass the endowment nominating committee. The endowment committee will be a subset of the Finance Committee. Cheng will chair the endowment committee.

D. Programs

Lee and Mariani-Belding said the programs inventory is on-going. They will know more by January and have a full presentation at the Spring Board Meeting.

E. Fees for Services

Career Listings

Astudillo said AAJA has generated about \$17,000 in revenue through its new career listings.

Considering Taking Ads on AAJA's Web Site

Lee said some people have asked her about venues for ads. Currently AAJA only has ads in its convention booklets. Discussion was held on whether ads should be taken for something that is the face of AAJA on the Web, and if so, what guidelines would be followed on what companies to take ads from, how much to charge, etc. Consensus was that this needs a broader membership discussion and to get Advisory Board feedback first on whether to do it, and if so, what guidelines to put in place. Blackmun suggested the Policy Committee come up with some suggested guidelines first to send out to Advisory Board members.

ACTION NEEDED: The Policy Committee will send out suggested guidelines, hopefully by the end of December. Governing Board members could then contact their Advisory Board Buddies by Jan. 10.

Speakers Bureau

ACTION NEEDED: The Marketing Committee will look into possibly charging fees for speakers from the speakers bureau that it is setting up.

Media Access Workshop

Mangaliman said the San Francisco chapter asked participants to pay \$10. The amount is mainly symbolic, but it does cover lunch and there's more commitment to show up on the part of people who pay.

Tu said this shouldn't be binding on local chapters if they want to follow a different practice in their local workshops. Astudillo said this would not bind on local chapters, but said chapters should consider the practice.

ACTION NEEDED: General consensus was to start charging a reasonable fee for participants to the Media Access Workshop held at the national convention.

Mailing List

The current charge is \$150 for organizations that use our mailing list. Wang suggested \$500. Board determined Astudillo would be best able to determine an appropriate fee.

ACTION NEEDED: Astudillo will determine the fee.

F. Chapter Involvement in Fundraising

Rocha suggested sending initiatives that chapters are encouraged to support (J Camp, financial assistance to members attending ELP, Camp AAJA, purchasing gala banquet tables) to chapter leaders at the beginning of the year. Blackmun asked for guidelines to help chapters with fundraising.

G. Overall Fundraising

Wang said her timeline is to have a clear fundraising strategy by spring.

She's hoping to identify someone to help identify individuals AAJA should target for fundraising. She would like Board members to meet with at least two potential funders a year and report on that to the Board.

ACTION NEEDED: Try to have regular fundraising training sessions at spring board meetings.

Sachdev asked if AAJA has made attempts to contact new media owners, or if there's a plan to do that. Astudillo said Sardar has created a list of companies to contact.

Sachdev suggested reviewing this overall financial plan each December.

Wang moved to approve the Financial Plan proposed by Astudillo, with the Board revisions and recommendations and actions. Tan seconded. Motion passes.

17. AAJA Accounting Practices Manual (Astudillo)

(See document "Draft Accounting Policies Manual," submitted by Astudillo).

Sachdev moved to approve the Accounting Policies Manual as proposed. Truong seconded. Motion passes.

Break for lunch (Benson joined the meeting for lunch). Then Board reconvened.

18. Whistleblower Policy (Blackmun)

(See "Proposed Whistleblower Policy," submitted by Blackmun)

The Sarbanes-Oxley Act of 2002 makes it a federal crime for any organization – nonprofit and for-profit - to retaliate against a whistleblower who reports illegal or unacceptable activity. Astudillo said while the law covers mostly publicly traded organizations and for-profits, there are portions that would cover nonprofit organizations.

Rocha pointed out the policy as written doesn't cover members, only employees. Blackmun said she will revise wording to include members.

Wang moved to have a discussion on this policy after Blackmun revises it, and to have an electronic vote by Dec. 31. Mangaliman seconded. Motion passes.

19. **Travel Assistance Guidelines Revision** (Astudillo)

(See document “Revised Board Travel Assistance Guidelines,” submitted by Astudillo.)

The revision would change the travel assistance offered to National Board members to \$450 per calendar year, from the current policy of \$450 with no date limitation, and require a statement that the person has made all possible efforts to request funds from their company and chapter.

Truong moved to adopt the revision in travel assistance guidelines. Sachdev seconded. Motion passes, with Blackmun abstaining.

20. **Non-Discrimination Policy**

(See document “AAJA Legal Memorandum,” submitted by AAJA legal counsel)

The document evaluates AAJA’s program criteria in regard to the California Unruh Civil Rights Act.

ACTION NEEDED: Lee will make sure the suggestions are included as she goes through the program inventory.

21. **Bylaws Task Force Revised Guidelines** (Tang)

(See “Bylaws Task Force – Procedure for Proposed Bylaws Changes,” submitted by Tang)

Tang submitted revised bylaws task force guidelines, as the underlying operating procedure by which bylaws changes will be made. Board agreed to follow the procedure.

22. **AAJA 2007 Industry Calendar** (Mariani-Belding, Astudillo)

(See “2007 AAJA/Industry Events/Conferences,” submitted by Astudillo)

Mariani-Belding said she and Astudillo will go over the events to make sure AAJA is represented.

The SAJA convention will be added to the list.

The AAJA 2007 Spring National Board Meeting will be March 16-18 in Miami.

Wang moved to go into Executive Session to discuss personnel issues. Tan seconded. Motion passes.

Truong moved to come out of Executive Session. Tan seconded. Motion passes.

23. 2007 Budget (Astudillo)

(See document “Proposed 2007 Budget,” submitted by Astudillo)

Astudillo said he’s presenting the budget a little differently this year, so it’s clearer how much is devoted, within each program, to expenses for staff salary, benefits, office supplies, etc., and so it’s clearer within each program where revenue comes from.

In response to questions about various line items, Astudillo said: The General Fund is everything that’s not programmatic, such as endowment, board meetings, newsletter. Costs for the Website and online increased because of new equipment; AAJA has applied for a grant to cover the expenses. The \$100,000 in revenue for the anniversary endowment is what’s anticipated in donations. The insurance cost increase reflects AAJA’s increased premium cost because of the rise in numbers of members and chapters. The “grants to chapter” line item includes the chapter share of membership dues.

Recess was called. Then Board reconvened.

Sachdev moved to approve the 2007 budget as proposed. Tan seconded. Motion passes.

24. New Business

Tang said he understands the Governing Board chose to meet in San Francisco this time for cost-cutting reasons, but recommended not holding the fall/winter Board meeting there every time so the Board can meet as many chapters as possible.

Truong moved to adjourn the meeting. Mangaliman seconded. Motion passes.

Asian American Journalists Association
GOVERNING BOARD ONLINE VOTES
December 2006

Votes were taken online via e-mail on the following matters:

1. Revised Whistleblower Policy

The Board passed the revised whistleblower policy.

2. **Investment Policy Statement**

The Board passed the investment policy statement.