

Asian American Journalists Association
FALL 2009 GOVERNING BOARD MEETING
Nov. 6-7, 2009
AAJA National Headquarters, San Francisco

DRAFT MEETING MINUTES

FRIDAY, NOV. 6, 2009

PRESENT:

Officers: Sharon Chan, national president; Janet Cho, national vice president for print; George Kiriya, national vice president for broadcast; Candace Heckman, national treasurer; Doris Truong, national secretary.

Board members: Don Chareunsky, San Diego; Paul Cheung, Florida; Matt Dunn, San Francisco; Abe Kwok, Arizona; Cheryl Tan, New York; Frank Witsil, Michigan.

Staff: Maya Blackmun, interim executive director; Antonio Salas, membership and chapter development manager; Albert Lee, professional programs coordinator; Annabelle Udo-O'Malley, events and fundraising coordinator; Nao Vang, student programs coordinator; Glenn Sugihara, accountant.

Guest: Athima Chansanchai.

Absent: None.

1. Call to Order (Chan)

Meeting called to order at 9:05 a.m. Pacific time.

2. Roll Call (Truong)

Roll call conducted. Quorum was met.

3. Review and Approval of Previous Minutes

Heckman moved to approve the 2009 Summer Advisory Board and 2009 Summer Governing Minutes as reported, including an amendment to allow up to \$500 to advertise the executive director opening. Kiriya seconded. Motion passes.

4. President's Report (Chan)

- [See document "Asian American Journalists Association: National President's Report," submitted by Chan.]
- Significant progress in search for new ED. Thanks to people who came in early to meet with candidates. Great search committee, super organized. About 20 candidates, interviews with eight. Lots of qualified, with three finalists advanced to executive officers for further consideration.
- Thank Blackmun for filling a vacuum by serving as interim ED. Contract ends Dec. 15.
- Attended planning meeting for ELP in October. Dinah Eng convened people interested in working on the various projects. McCormick Foundation approved \$200K over two years because of a long-term cultivated relationship.
- Thank Kiriyaama for work on the shared-services agreement in
 - Kiriyaama: It's important that we moved on that. It's important that we made a statement that we're not going to stand by the side. "Every time something like this happens, we're going to be there and we're going to fight for our members."
- Thank Cheung for organizing and moderating a BlogTalkRadio session on Knight News Challenge. Good nuggets of information that weren't available from the Web.
 - Cheung: Budget processes were covered, which could encourage unemployed journalists to consider applying for a grant with their own salaries in mind.
- AAJA needs a coordinated fund development plan driven by strategic objectives. We have raised \$35K through Power of One this year; good since this was the first year we really engaged A-Board.
- Prudent with finances this year and making smart budget cuts. From 7.5 full-time equivalents on staff to 5 through attrition.
- Thank Cho for work on William Woo Internship Fund.
 - Cho: The chapters really stepped up. Once one chapter signed on, others followed suit. Special thanks to Atlanta, Hawaii, Los Angeles, Michigan and San Francisco. AAJA exceeded minimum to meet the \$5K benchmark to receive the match from Woo's widow, and Woo's son's employer is also sending \$5K.
- At UNITY board meeting in October, Rafael Olmeda resigned as UNITY president. Barbara Ciara, immediate past president of NABJ, was elected to succeed Olmeda; Joanna Hernandez of NAHJ was elected new UNITY vice president, succeeding Ciara.

- We are getting pressure from media funders to have more frequent UNITY gatherings (rather than group-specific conventions), but the current UNITY board doesn't support that idea.
 - There's a desire/value to our individual conventions. Chan is committed to having separate AAJA conventions, and notes that despite revenue shortfalls but some organizations at this year's conventions, NAJA made more than expected.
 - Cheung asks about how other UNITY partners fared. Sugihara says he'll get us the numbers.
- Renegotiated AAJA hotel in L.A. for 2010. Losing the perk of a comped president's suite was among the concessions to get a lower room rate overall; we have to be mindful of the benefit to the greatest number of members.

5. **Treasurer's Report** (Heckman)

- [See document "AAJA Treasurer's Report, Fall 2009," submitted by Heckman.]
- Did better than expected, especially considering the ED transition. Blackmun filled in the void of grantwriting and other fundraising activity, but we still didn't make enough to cover our budget (which already factored in a deficit).
- Projected year-end financials: \$200K deficit overall with the possibility of reducing that even more.
- Power of One: Let's focus our attention on creating a development plan. We need to go beyond the board and engage. Heckman says we're suspending the goals temporarily (but should definitely collect on the pledges). Collected almost \$35,000 to date.
 - Chan: An example of "strategic" would be having one current officer reach out to previous officers in that same position to solicit/collect on pledges.
- With Chan, Heckman spoke with chapter presidents during convention. They proposed an indefinite suspension of chapters' shares of membership dues, starting with 2009. Presidents were more receptive than expected. National would keep the dues money. Heckman recommends revisiting this issue annually. One incentive: Chapters would still get a share of dues for signing up new members but not for renewals.
 - Tan says D.C. chapter adamantly opposes any dues suspension. D.C. would prefer a specific limit because they rely on the dues to help finance programming.
- Camp AAJA is being reconfigured. It is a great program for internal development but not as necessary as some other items in the budget.

- Cheung asks whether we can do a scaled-down version during the convention to help energize participants, pointing out the leadership pipeline that emerges afterward.
- New ED will complete a new strategic plan and address comprehensive fundraising.
- All chapter treasurers are asked to submit financials by Feb. 5. Earlier than normal but will help National finish reporting earlier plus compile the annual report earlier to allow for printing and distribution to funders at a critical time. Midterm reports have been done for the past couple of years, which has helped the treasurers stay on track. Feb. 5 seems attainable. The outgoing treasurer (whoever was in the job in '09) is in charge of report.
 - Would like to discuss a late penalty for failure to meet deadline (with an appropriate grace period). Amount of penalty is to be determined, but it costs the national operating budget when filings are late.
 - Blackmun: Context is that the financials have shifted from being filed to meet IRS deadlines. Streamlined report to provide information to our funders. To be of most use, it should be produced early in the year, not the last quarter. Financial data is the last piece of data.
 - Sugihara says six months already done. It's only a half-year of data.
 - Chan: It's part of every grant app that we need an annual report.
 - Suggested penalty of 10 percent from the chapter treasury.
 - Blackmun says the rest of chapter leadership is equally responsible for ensuring that financials are filed on time.
 - Cheung suggests quarterly calls with chapter treasurers, to be led by national treasurer.
- Sugihara: loss of \$125k through Sept. 30 mostly from convention shortfall and fewer member dues.
 - McCormick grant: Had hoped for approval of \$60K in '09 but the criteria for the proposal changed (philanthropic philosophy).
 - Estimated loss of \$127K for end of '09.
 - Will need to tap into endowment for \$167K.
 - Why can't we just cancel a convention if we project a deficit?
 - Cancellation clauses in hotel contracts, etc., would have resulted in steep penalties. (And would have had to return all sponsorship monies.)
 - Convention serves a variety of functions: chief training vehicle for our members.
 - Chan: There are intangible benefits.
 - GK: It's our opportunity to showcase what AAJA is all about.

- Blackmun: Reentering into contract negotiations is not to be taken lightly.

6. National Office Report (Blackmun)

- [See document “National Office Report: For the period from August 15, 2009, to present,” submitted by National Office Staff.]
- Under fundraising: More updates tk in handout.
 - challenge fund grant for capacity building (need an easy-to-use data management system)
 -
- Annie E. Casey: Sought \$50K for J Camp in 2010 -- \$40K for program, plus \$10K for 10th anniversary project. \$30K approved. \$20K request still pending.
- Foundations have taken a hit from the economy, too.
- Cheung is encouraged by the 78% renewal rate among members.
- Blackmun says we have to prep for membership to continue to contract. But what do we do with people who wants to continue to stay involved with the organization?
 - How do we reach out to people who in the past might not have considered themselves journalists?
 - Chansanchai: Let’s look at other orgs for best practices. ONA is capturing people who are reinventing themselves.
 - Tan: We should reach out to members of other orgs with programming that isn’t provided elsewhere.

7. Old Business

- Chapter Pre-Certification Update on on AAJA-Colorado Group (Kwok)
 - *Heckman moves to amend to AAJA-Denver. Cho seconds. Motion passes.*
- Student Project Proposal
 - *Heckman moves to deny Tom Lee’s request. Truong seconds. Motion passes. Kwok abstains.*
- Convention Updates (National Staff)
 - 2009 in Boston (New England Chapter)
 - Udo-O’Malley took best practices from Boston to apply toward preparing chapter assignments in L.A.
 - Silent auction
 - Must think carefully about when it is during the convention and also the quality of the items -- get some quality items.
 - 2010 in Los Angeles (Los Angeles Chapter)
 - Blackmun would like the L.A. fundraising team to be launched with a plan leading up to August. Conceptually, want to raise money before

thinking of ways to spend it. Has asked Eng to meet with local fundraisers (Ky Trang Ho and Jinah Kim) about strategies. Convention co-chairs Darleene Powells, Leezel Tanglao and Ho. Spreadsheet about possible funders and status of the ask to be given to specific key volunteers to improve coordinated ask.

- Cheung from the steering committee call: thinks the 3 co-chairs need to focus on the big picture with better understanding of who has what role.
- Blackmun said we would like to incorporate the founders because of the convention being in L.A., where AAJA began.
- Cynthia Wang to head silent auction.
 - Truong recommends using a slide show to showcase J Camp and/or photos taken by Voices students during the convention.
 - No live band planned.
- 2011 in Detroit (Michigan Chapter)
 - Witsil: Continuing work on fundraising with requests for some of the money to start flowing to AAJA in 2010, not just 2011. Convention co-chairs Ankur Dholakia (Detroit News) and Witsil meeting with local groups -- one a week or so. Also searching for volunteers to build excitement. Went to an Asian American leadership summit. Working on marketing, including posting of promo video. "Time to engage" is the theme. 30th anniversary of AAJA. CVB working with national office to ensure that going to Detroit won't be an obstacle (members of Detroit CVB to attend L.A. to learn the ropes).
 - Funding secured
 - Detroit Media Partnership: \$50K (\$25K for 2010)
 - CVB: \$10K
 - Arab American community interested in opening or a big reception.
 - Arab American National Museum (Dearborn -- poss transportation challenges): capacity of 700 but might be able to do some programming on site.
 - Henry Ford Museum (Dearborn) as another possible venue.
 - Chan says Paul Anger and Walter Middlebrook excited about the convention.
 - Gannett Foundation as a possible funder (but in coordination with other projects.)
- National Awards Committee (National Staff)
 - Blackmun says challenges were faced, so National recommends returning the assignment to the chapter level.

- AC: Process cumbersome, esp getting the documents to the judges. TV category was voluminous. Also the loss of Tan and Dunn as part of the committee posed a challenge; Witsil and Victoria Lim subbed in.
- Number of entries has diminished over the years, esp because of newspapers shrinking. Some concern about overall quality of the entries, too.
- Truong suggests contacting SAJA about how they get high numbers of entries.
- Cheung suggests partnering with other groups: ex., AAJA-ONA award.
- A. Lee: need to get the timeline set up properly to make sure that people are notified about coming to convention, etc.
- AC to submit formal proposal for revamping (including modifying categories, possibly charging for entries) by end of November.
- *Tan moves to return national awards judging to the chapters till 2010, to be revisited then. Cheung seconds. Motion passes.*
- Advisory Board Development Before Spring 2010 Meeting (National Staff)
 - Blackmun will send out electronic materials so the new members can review essentials (by-laws, etc.).
- Camp AAJA (National Staff)
 - Blackmun: It's not canceled, but fundraising for the program wasn't a priority when she came on.
 - Needs specialized fundraising for a program that usually happens in January.
 - Electronic information to the new chapter presidents/officers.
 - Salas: Despite Poynter's generosity in allowing use of space, we can perhaps do something less expensive that uses SF local resources better.
 - Would be good to have some sort of online resources.
 - No proposed budget.
 - Looking at doing training midyear 2010.
 - Worthwhile investment for the chapters to consider regional organizations to tap into training.
 - Cheung suggests a day-long seminar Wednesday during Media Institutes.
 - Truong mentions partnering with Poynter or ASNE for webinars.
- Strategic Plan (Chan/Kwok)
 - Previous five-year plan has expired.
 - Seeking input. Plans follow-up through calls.
 - Will be seeking input before Christmas.
 - Cheung suggests using SurveyMonkey and having concrete categories. Also ask members if there's someone who would offer pro bono help.
 - Possibility of establishing a blog to post ideas and generating buy-in from possible funders and also possible partners (schools, etc.).

- Membership (Dunn)
 - Had a committee breakout session at summer general membership meeting with discussion about FT members losing work and taking on nonjournalistic work (PR, etc.). Some concern about losing qualified members to serve as board leaders. One suggestion: a grandfather clause (a la NABJ).
 - Look at ONA as a model for redefining membership.
 - Dunn plans to make a recommendation for consideration at the spring Advisory Board meeting.
- Fundraising (Chan/Blackmun)
- Executive Director Search Update (Chan)

8. Recess

Kwok moves to recess. Tan seconds. Meeting recessed at 5:29 p.m.

SATURDAY, NOV. 7, 2009

PRESENT:

Officers: Sharon Chan, national president; Janet Cho, national vice president for print; George Kiriya, national vice president for broadcast; Candace Heckman, national treasurer; Doris Truong, national secretary.

Board members: Don Chareunsky, San Diego; Paul Cheung, Florida; Matt Dunn, San Francisco; Abe Kwok, Arizona; Cheryl Tan, New York; Frank Witsil, Michigan.

Staff: Maya Blackmun, interim executive director; Glenn Sugihara, accountant.

Guests: Athima Chansanchai, Skip Rhodes.

Absent: None.

9. Call to Order (Chan)

Meeting reconvenes at 9:02 a.m. Pacific time.

10. Roll Call (Truong)

Roll call conducted. Quorum was met.

11. New Business

- Rhodes
 - Fundraising area is an opp to not only raise money but to market AAJA. You are the reps of the org to the people outside.
 - There's still money out there, despite the economy.
 - You never know the answer until you ask.
 - Bring a local person with you for the ask. Take someone along who's recognizable. If you're calling on a man, take a female anchor.
 - Blend your strengths by getting locals to ask on behalf of National. Tap into corporate HQs.
 - Local people will sometimes say that the local budget doesn't support the ask. You should ask for help in tapping into corporate HQ. "Be an advocate for us."
 - Have your plan worked out before you start knocking on doors: With corps and foundations, you generally get one shot every 12 months.
 - Include fundraising goals in strategic plan.

- Get a subgroup to work on development.
 - Reps from National, staff and chapters. Possibly past board members, past chairs. Be sure to include seasoned fundraisers: They'll know your historic base of funders.
- Who have been our past funders? What is their history? How much have they given?
 - Not just how much they gave, but *where* did they give (National vs. local) and for what (general vs. specific)?
- Have a list of previous members.
- Each group needs its own message. There's no silver bullet.
- Have an outline of what you can offer with a menu of sponsorship levels.
 - There's a chance of being lowballed with the range. You need to play it so you work your way down from the top level.
 - If you can get a funder past the first year but into continuing to the second year, that's a really good sign: 80% of first-time givers generally fall off and don't give in the second year.
- Offer to go to see them, but don't feel rejected if they ask for you to send info instead.
- Corps: Do your homework. Find out who they support. They generally have giving guidelines or focus areas.
 - Stress the role that AAJA/media play in their community. Also the diversity aspect. Find out from an insider who in the company does the marketing/charitable giving (the two budgets differ). Try to get an employee to go in with you for the ask. If there's an AAPI employee network, try to get their help.
- Ask your community who they know and whether they'll open the door for you.
- Foundations: They are structured and will seek more information. They might want a letter of intent (draft proposal for the foundation's review, then your edits to make it stronger).
 - Timeline is usually longer, but payoff is often higher.
- Community foundations
 - Plenty of money. "Individual donor-designated funds." (Are there individuals who might be interested in funding AAJA?) The foundation will screen and determine if there's a match.
- Individuals
 - Approach former leaders. They're already in the family. "We really need your leadership now."
 - Ask local chapters to help ID people who have faded from involvement. Get to know where they are now. (Use the service that will tell you who an

individual has funded and for how much. You'll get a sense of what to seek and whether AAJA is a fit for their current giving philosophy.)

- Be specific; they will be impressed that you did your homework.
- 100% board participation in the fundraising. That is a sign of commitment that funders like to see.
- Be sure to ask about matching gifts.
- Leverage interest in seeing people's newsroom environments. Many funders might like to visit.
- The role of the local person when calling on a funder that happens to be in that chapter area is to help bridge the gap with national.
- Planned giving
 - The payoff is in the long term, but people of a certain age want to leave a legacy.
 - Ask for a session on how to appeal to planned giving. There are many ways people can leave money in will, trust or family foundation (Rockefeller, etc.).
 - The Foundation Center (SF): makes available resources about who in the community are the givers.
- Big money
 - Start with a modest request. Get them on board and cultivate.
 - "Partner" means a lot in philanthropies. Donates sophistication and a knowledge of the sector -- plus you truly value their participation.
 - If they say no, ask who else they know that you can tap.
 - Have a brainstorming session: Who do you know -- individuals of wealth, Asians of wealth, Asian-owned banks (esp as a source of referrals)?
 - Cultivate possible funders: Invite them to all your events, even if they don't come. (Comp them for meals, if that makes sense.)
 - Don't just contact them when you need the money. Be in regular contact.
 - Bring materials that you can leave with them. And take the cue from how they respond to your ask. Be comfortable with the silence.
- Budgetary provisions (Blackmun/Sugihara)
 - Concepts that have not been built into the budget but for consideration going into the future.
 - Sugihara says the discussion needs to happen with the convention margin being thinner.
 - Chapters and Fundraising/Assets for Shortfalls

- Need to consider a midyear assessment of the budget instead of waiting for November to make tough decisions. Maybe get money from each chapter.
- Chapters and New Members' Dues Share
 - Considerations: Incentives for outreach to members to join or upgrade (and that means you can get a cut of dues).
 - Cost-cutting to reduce renewal reminder expenses.
- Chapter Convention Proceeds Predicated on Fundraising
 - Current split is 90% National-10% Local. No provision for a loss being shared or that the split would change if fundraising goal isn't met.
 - We need a backup plan in case of shortfall.
 - One option: If there's a net profit and chapter meets 100% goal, they get 10% net profit. If chapter met 50% goal, they get a lesser portion of net.
 - Sugihara says that National also needs to be held accountable for its budgeted amount of fundraising.
- Program Delivery Charge Policy
 - When approaching funders, we craft budgets, but how can we incorporate overhead expenses when money comes in through other ways? Scholarship funds, ex., don't account for the costs of advertising the program, processing the costs of admin., etc.
 - Suggestion: 10-15% (through Charity Navigator).
 - Be more thoughtful about program adoption. What are we committed to? What provisions do we have for what we're obligated to do?
- Monetization/Revenue Generation
 - Who owns intellectual property? Revenue-sharing, etc.
 - Funders want to see AAJA generate revenue through means outside convention.
- 2010 Budget Review and Approval
- Getting all Gov Board signatures for a line of credit.
 - Blackmun wants to recognize Sugihara's skilled negotiation for a line of credit for an organization that has no assets.
 - \$524K at 2.625%
- Resolving conflict of interest issues with ELP media demo projects
 - Chan says lawyer says that the process is that an interested board member needs to disclose interest in the stipend, and the board needs to have a discussion and vote with the interested board member outside the room because the stipend is not considered recompense for board-related work.
 - Cheung says Eng approached him to help brainstorm about the 15th-anniversary project. Cindy del Rosario asked him to help. PC says that when

he signed on, he had no assumption of compensation but thought that with a Knight grant, you can ask for a salary for people working on the project.

- A hyperlocal mobile newsroom that delivers to the mobile platform.
- Thinking he might need a leave of absence to dedicate himself to the project because of the possibly sustainable business component.
- Would be willing to resign from G-Board and /or not run next year to allow for the money.
- Has experience launching similar projects.
- More minorities use mobile devices than have laptops. How do you replicate beyond a small AAPI community and possible expand to the world? (Developing countries have mobile before land line or broadband access.)
- Chinatown NY as a cultural hot spot to do a demonstration project that was discussed with Jeff Yang (community relations), del Rosario (content devel), Cheung (business model).
- Heckman: What's the natural progression of the plan?
 - Timeline mapped out. Hoping to devel partnerships with tech companies and colleges.
 - Hoping to sustain the project beyond ELP.
- Cheung would do the project as conceived for free but wants the permission to take funding if grants from other foundations (Knight) are approved because he would take 3-6 months off work.
- Chan says two pieces need evaluation: What's Cheung's unique value to the project? And whether it's OK for a board member to be significantly compensated?
- Heckman: Great project but there needs to be a sep between members, G-Board who vote and have a fiduciary responsibility for AAJA and the people who run the programs.
- Truong: strong objections
- Legally he can be compensated as a G-Board member for work on a program.
- Cho: distinction isn't going to be clear to membership
- Dunn: no problem with it. if it's a project that has nothing to do with decisions on funding and other stuff, it's ok.
- Blackmun: we need to clarify that technically the G-Board terms are the same as the A-Board terms, so there's a lame-duck element.
- Heckman: it's fine for someone who is directing or putting in sig work in a project to be compensated for it. that member should not be voting on the fiduc aspects of the org.
- Chan: it's a great project but concern about the perception.

- tan: PC's valuable to the board, but he needs to step down.
- witsil: this is a one-time, one-case issue.
- kwok: mitigating circumstances that there's disclosure. the finite time and the intellectual property issue.
- blackmun: we need to think about a lot of these kinds of issues at the inception of a program. other city coordinators were encouraged to pursue knight grants for their city-based projects.
- witsil: comfortable with the current bylaws. there's a perception that if we're voting case-by-case, maybe we're singling people out.
- kiriyama: i don't support g-board and compensation.

Heckman moves that Paul Cheung cannot be compensated as a G-Board member for any AAJA-related project to prevent the appearance of a conflict of interest. Kiriyama 2nds. Motion passes. All yes, Frank abstains, Paul recused.

Chan thanks Cheung for the transparency.

Blackmun says that for L.A., Udo-O'Malley is trying to beef up the expo portion of the vendor space, reaching out to Adobe and other businesses that provide services to journalists.

Being very clear about the terminology. What's "secured" vs. what's "pledged," etc.

Budget

GS: If we don't meet the \$60K goal of Power of One, how do we make up the diff?

Witsil thinks the projections are too optimistic.

Kwok: If you set the bar too low (what's "realistic"), you run the risk of losing momentum. We should have incremental revisiting of the numbers in the budget.

GS: We want to pay back the endowment. The numbers are aggressive. If we tap into the chapter treasuries to repay the endowment loan, we can tap into the Merrill Lynch line of credit.

Heckman doesn't recommend amending the budget as proposed by GS. It's important to show the membership that we intend to pay back the endowment.

Cho says that some endowment donors are still not clear why we borrowed against it.

Several people say we need a public statement explaining our finances and why we borrowed against the endowment.

Chapter share of dues: Cho thinks that any lapsed member should count as new because it's still a gain.

GS thinks the first and best option is to assess the chapters to pay back the endowment.

Tom Lee, on behalf of the Minnesota chapter, says \$7,500 will be sent to the National office with more possible if the G-Board demonstrates a solid plan for fiscal responsibility.

\$20K booked in '09 (Knight->Poynter) that probably will be used for training at the L.A. convention.

Heckman moves to suspend chapter shares of all membership dues for 2009. Truong seconds. Dunn, Witsil and Cheung abstain. Motion passes.

Heckman moves to suspend chapter shares of membership dues excluding new membership and upgraded renewals in 2010. Kwok seconds. Motion passes.

Several people request quarterly budget reports. Heckman will be distributing to Advisory Board and chapter presidents quarterly (cumulative numbers), starting in Jan 2010 (with numbers ending Dec. 31, 2009).

Blackmun suggests funneling questions through Heckman.

Heckman moves to adopt the 2010 AAJA budget. Cho seconds. Witsil abstains. Motion passes.

AASMBJ launched Nov. 1. With FB and Twitter pages. Shawn Chitnis in Yakima, Wash., and Maria Hechenova in Yuma, Ariz.

AASBJ: Taylor Mirfendereski (Univ of Ohio) and Maxine Park (ASU).

Cheung says that leading up to 10th anniversary of J Camp is consolidating people into a FB page and appointing co-captains from each year to keep the classes invigorated.

Thanks to the following chapters for donating in 2009 to J Camp: Minnesota, New England, Texas, D.C., Sacramento.

- We will be informing A-Board and presidents about the recruitment deadlines for J Camp.
- Incremental updates can help members feel engaged.

Voices funding issues

It doesn't get funds earmarked because it's not seen as a distinct program.

12. Executive Session

Heckman moves to enter executive session to discuss personnel and legal matters. Kiriyaama seconds. Executive session convenes.

Heckman moves to exit executive session. Tan seconds. Executive session concludes.

Tan moves to enter executive session to discuss personnel issues; Kiriyaama seconds.

Heckman moves to exit. Cheung seconds. Executive session concludes.

13. Spring Advisory Board Meeting Dates and Location

Feb. 26-27, 2010, in San Francisco at headquarters.

14. Announcements

Farewell to Matt Dunn, who has served on the Advisory Board for the past six years, four of which were on the G-Board.

15. Adjournment

Heckman moves to adjourn. Kwok seconds. Meeting adjourned at 6:01 p.m.

ADDENDA TO FALL 2009 GOVERNING BOARD MEETING

On Nov. 12, a motion was made that the Governing Board agree to pursue a line of credit with Merrill Lynch on behalf of AAJA. Further, the motion moved that the Board authorize interim Executive Director Maya Blackmun and Accountant Glenn Sugihara to negotiate the specifics.

Truong moved to authorize pursuit of the line of credit and negotiations. Tan seconded. Motion passes.

On Dec. 3, a motion was made that AAJA Executive Director Kathy Chow, AAJA Accountant Glenn Sugihara and AAJA National President Sharon Chan be given signatory authorization on all of AAJA's bank and investment accounts, superseding all previous authorizations.

Truong moved to authorize the signatories. Chareunsy seconded. Motion passes.