



ASIACONNECT

Illinois State University

AsiaConnect Board Meeting Minutes

Friday, August 17, 2024

Members Present:

- Lawrence Lair Eva Harrison Suejung Han Rosie Hauck
 Chang Su-Russell

Agenda Items

1. Welcome back picnic preparation
2. Monthly member newsletter
3. Constitution amendment
4. Future items: Committee work-related long-term tasks

1. Welcome back picnic preparation

- News and flyers online version and sign up prepared by Lawrence
- Suejung will email to members and admins
 - Deans, Provost, President Tarhule, Office of International Engagement, Multicultural Center, etc.
 - Will ask if any would like to speak at the beginning of the event
- Fairview Park shelter reserved; reimbursement will be handled by Eva.
 - Send original copy of receipt to Eva
 - Note the tax exemption when making future purchases.
- Foods catering: where, what, and how much?
 - Order: 2 vegetarian entrees, stir fried rice, chicken entrée
 - Rosie will pick up
- What to bring
 - Suejung will bring paper plates, utensils, banner, tablecloth, t-shirt, name tags, markers, water bottles, raffle tickets, microphone
 - Need more size large t-shirts
 - Rosie will bring 2 coolers and bags of ice
 - Swag items for raffle
 - Board members please ask your departments for swag to donate for raffle prizes. (12 or so items?)
- Sign up, set up, attendance taking, and clean up duties:
 - Suejung will bring an attendance sheet, will seek volunteers to run the table
 - Need full names of attendees for reimbursement purposes
- Games
 - Suejung will look for leftover games, Chang can buy more if needed
 - Lawrence can ask Alumni Engagement to borrow cornhole equipment
- Suggestion box
 - Talk about making digital review forms after events
- Pictures

- Lawrence will take pictures

2. Monthly member newsletter

- Need for regular member communication. Lawrence can make the posts and newsletter format, content can be handled by president and vice president.
- Some ideas for regular features:
 - Member spotlight
 - Templatize a questionnaire, gather pictures of the subject, and make an [News.IllinoisState.edu](https://news.illinoisstate.edu) post on them. Similar to the [monthly Civil Service Spotlight](#).
 - Make a nomination form so people can nominate self or others
 - Monthly event announcement
 - Suggestions form
 - Any news

3. Constitution and Bylaw amendments

- Committee structure change—mostly supported by the advisors and the executive board
 - Social committee: will take a primary responsibility for documenting a list of and connecting to community members/organizations and prepping member highlights
 - EDI committee: will take a primary responsibility for organizing an EDI related event and prepare a draft for our formal response to relevant events
 - Clean up language on meeting schedule
 - We may do less but more impactful events
 - We can have monthly executive board meetings every 4th Friday
- Suejung will email the executive board to give final approval after which it will be proposed to the membership to vote on

4. Future items: Committee work-related long-term tasks

- (tabled) Members need to be able to fill out feedback/review for events and other types of content
- (tabled) Documentation and cataloging previous events/speakers/their contact information for potential future utilization
- (tabled) Documentation and cataloging community organizations/members/business for future support
- (tabled) Monthly or quarterly communication newsletter to be fleshed out