1/26/15

Music Concert Fundraiser Idea

- Mix things up a bit and add some jazz music (Josh will look into this)
- Two possible options for the venue: New Life Fellowship Church (better quality) or Other Korean Church on I-10 (better location)
- Include art exhibits as another source of entertainment—will also bring a bigger crowd
- Dates thought of are: July 25th or July 18th (both Saturdays)

Year-End Finance Review

- Raised about $40,000 including $10,000 contribution from our national board
- Our goal is to raise $35,000 to $40,000 this year excluding our national board assistance
- Our remaining balance is $11,843.49

Overall, we had a very successful year in 2014.

Our Next Meeting

- First week of March
- Possibility of having a meeting over food to increase attendance

3/2/15

We've formed three committees: Concert Preparation, Scholarship, and Fundraising Committee (let me know if I got the committee names wrong)

Concert Preparation Committee:

Committee Chair:

- VP, Mr. John Yi

Committee Members:

- Media, Mr. Josh Liew Ph.D.
- Webmaster, Mr. DJ Lee
- External Advisor, Mr. Rah Sung Shin

Scholarship Committee:

Committee Chair:

- Scholarship, Dr. Mimi Lee

Committee Members:

- Director, Mr. Adrian Yun
- Scholarship, Mr. Jay Nahm
- Director, Mr. Eugene Sohn

Fundraising Committee:

Committee Chair:

- Treasurer, Mr. Hoggie Kim

Committee Members:

- President, Dr. Sean Kim DDS, MD
- Advisory, Mr. Nahm Il Steven Kim

Concert/Art Exhibition

Probably will be held in July 18th in Joong-Wang Church.

Thinking of spicing up by adding Jazz because a lot of people left last year after intermission. Also include art exhibits with silent auction for people to look around and donate before and after.

Scholarship

Eugene will advertise to other universities with the help of Dr. Mimi Lee. We will utilize Facebook, university websites, churches (Austin, Houston, College Station, and Dallas) as resources.

Adrian will advertise through newspaper. Newspaper advertisement will go out in mid May for three weeks in a row.

Our next meeting will be held in mid April after the national board meeting. We are looking for four people to join the NB meeting. We currently have three people: Dr. Sean Kim, Mr. John Yi, and Dr. Josh Liew.

Please see the minutes for the meeting that was held in April 23rd. Apologies for the delay. I will make a better attempt to send out earlier next time.
Important Dates:
Next Meeting: May 11th 7:30 PM Monday **News Paper Ads:** 1st week of May **Music Concert/Art Exhibit:** July 18th Saturday

Meeting began: 7:45 PM

NBD Meeting Overview
The National Board Meeting went really well especially for us. Due to the foreseen decrease of economy in Houston, we received additional $10,000 in aid. There is also a possible $5,000 coming from Morgan Stanley which will be used to host a golf tournament as a fundraising event, and Mr. John Yi's friend gave a generous donation with an amount of $2,000. That is a solid $12,000 and perhaps $17,000 once we receive the money from Morgan Stanley! Furthermore, our representatives who went to the NBD meeting said they felt a good vibe and expects a progressive outcome ongoing future.

Scholarship Application Status
As of today, application is open nationally, and we've already received some letter of recommendations. This tells us there is a good amount of interest in our scholarships.
I will be contacting major schools in Texas, Louisiana, and Oklahoma to spread a word about our scholarship, and DJ will be contacting major schools in Arkansas to do the same.
DJ and I will compile contact info for those who we reach out to (it'll be Korean student organizations, Korean community in nearby universities, and etc) so we can easily promote our scholarships in the future. This way, we can compile a database where we can add on smaller schools in the future to give everyone a chance to apply.

Newspaper Ad
Adrian went ahead and contacted the newspaper company to send out the ads. The ads will begin 1st week of May for the next 3 weeks. We'll take a break for a few weeks and then advertise for another three weeks. The latter three weeks will contain information about our music concert/art exhibit fundraising event.

This year, we'll be offering scholarships for disabled students (which will be added to the advertisement). We will be receiving $8,000 where the donor wants to give out $4,000 per student. We are trying to see if we can find a way where we can honor our donors' inputs and still follow our KASF guidelines.

Music Concert/Art Exhibit
The music concert/art exhibit will be held either in New Life Fellowship Church or Joong Wang Church at **July 18th**. It will include Jazz, classic, and art exhibits.

Finance

Reserves	$11,000
Income from NBD Meeting	$17,000
Expected Income from Concert	$15,000
Expected Income from Banquet	$13,000

Misc.
A freshman from highschool contacted inquiring about joining the KASF SWRC organization. We will ask the student to gather a group to raise money for our donation. If the group can raise $1,000 every year, they can have the title of designated sponsor.

Next Meeting will be held May 11th Monday 7:30pm. We are possibly thinking of grabbing dinner together before we start the meeting.

Meeting Adjourned: ~9:40 PM

5/1/15

Important Dates:

- **Our Next Meeting:** June 1st Monday
- **Music Concert/Art Exhibit:** July 18th Saturday

Advertisement Progress

Check with Korean Journal to see if they had sent out the advertisement already. If not, submit additional content from Korean World ad we have.
Include Myung H. Ivey and Steve Suh in the ad as Directors. Their names had been included in the ad in previous years due to their generous donations.

Send out advertisements to Korean Student Associations asap. A&M, UT Austin, LSU, OU, and Rice are the main priorities.

Gold Tournament
We shouldn't try to host the golf tournament all by ourselves and rather than reinventing the wheel, co-host it with an organization that already hosts gold tournaments. Possibly invite good golfers to increase competition.

Music Concert & Art Exhibit
John will handle the art exhibit, Josh will handle the music concert, and Eugene will MC at the event.

Scholarship for Disabilities
We had another long conversation regarding scholarships for disabilities. We will be very general when advertising, but we need to set a criteria for disabilities as we start to get applicants.

6/1/15

Important Dates:

- **Our Next Meeting:** June 22nd Monday
- **Music Concert/Art Exhibit:** July 18th Saturday

Status Update on the Musical Concert/Art Exhibit

Josh has confirmed with all the performers including their song selections. Kudos to Josh for all his hard work! Ms. Sul Yee won't be performing this time. Instead, we will be having a special guest coming from Dallas who is as great as, if not better, performer as Ms. Sul Yee.
Action item: Josh, could you provide their bio and any other info to include in the upcoming advertisement? We are planning on sending out the advertisement at the latest by June 17th.

John has found 4 professional artists who are willing to showcase their art (we will be taking 30% of the sales as donation for any arts sold). John was also able to find a curator who is highly motivated to help us with the art exhibit. She has abundant experience and has a good record of selling arts. The curator had an excellent idea of having postcards of the arts so anyone can buy the art even after the exhibit is over. We will need to pay for those postcards. Some arts will be shipping from Korea, and we need to pay for the shipping as well.

Mr. Steve Kim will be contacting 차대덕 to see if he can donate his art. 차대덕 is one of the most famous artists in Korea, so having his art at our fundraising event will be a big win for us.

Mimi had great ideas for the art exhibit:

Interview with the Artist–set up a booth by the art where the artist can sit down and have conversations with people. The artist will be able to answer any questions or explain the art.

Art Description–have a paragraph for each art to provide compelling stories to engage people

작가와의대화 (Conversation with the Artists)–allow participants to comment on the art by writing on a board. This will engage people as well.

Logistics of the Event
The door will open at 5:00pm for art displays. We'll have snacks (rice cakes and fruits possibly).
We will begin the music concert at 7:00pm until 8:00pm.
We will have a 30 minute reception afterwards to mingle with people and also give them more chance to look at the art exhibit.
We need a lot of manpower for this event. John knows an international art student. He will ask the student to help us and in return allow him to exhibit some of his art.
We will have a sign-in sheet at the door to get people's contact to send thank you letters/emails.

Action Item: Josh, could you please get the tickets for the event by third week of June? I think we're thinking of getting ~250 to 300. Can someone confirm on this?

Disability Scholarship
If we lack applications for disability scholarships, then we might offer the scholarship to students who has a disabled person in his/her immediate family (siblings or parents).

6/22/15

Hello Everyone,

Please see the minutes below. Also a huge shoutout to Mr. Hoggie for treating us with dinner and another shoutout to Mr. John to order bossam for all of us :).

Important Dates:

- Last Meeting Before Art Exhibit/Music Concert July 13th Monday @ Korea Garden 6:30pm.
- Art Exhibit/Music Concert July 18th Saturday @ 중앙 장로 교회 14311 Park Row Houston, TX 77084 @5:00pm

Gathering Donation at the Event
We need to have a smoother way of gathering donation. We will bring up our organization's (KASF's) statistics to let possible donators know that we are a lot bigger than they imagine and that their money doesn't go straight into the recipients but to a revolving pool that accumulates wealth via market to have a sustainable funds to help Korean American students.

- Josh will create the Powerpoint for it and Sean will present it to the audience.

We now have envelopes with printed printed logo. Thanks John!

Idea: Have a business card raffle to gather more accurate contact info (raffle winners get gifts that have been donated)

Food: fruits and rice cakes. We need to decide whether to serve before the music or after the music (or both).

Set-up Time
Church will be available after 2:00pm. Possibly start set-up @ 3:00pm

Volunteers

- John to gather some students to be 도움이 our helper.
- Possibly reach out to past scholarship recipients to ask if they would like to give their testimony and volunteer. Please let me know what the responsibilities will be so I can reach out to the houston-located students asap. They would need some time to come up with a good testimony.

Lights

- DJ will have a budget of $500 to rent lighting equipments. DJ to verify with us before he makes the purchase.

Poster & Pamphlet

- Josh will work poster (by next week) and pamphlet, and DJ and I will go to places to hang them
    - Do we just reach out to the owner/manager and ask them if we can put the poster? Is there a fee to do it? Should we have a Korean version and an English version depending on the location?

July 13th Meeting Notes

Logistics

Banners—Adrian has them stored in his garage. We might need more banners possibly.
Art price information postcards will be inserted into the program.
Kim to procure/make a donation box and sign-in sheets
Eugene to rent 6 table clothes for the artists.
Josh to bring name cards to the event
Eugene to verify if parking lot will be open.

Food

Sean's wife to bring Kimbap
One of us to order 8 boxes of pizza for kids
Serve water via cooler
Need volunteers for buying napkins, cups, and cookies (300ct)

Event

We will give out raffle tickets for those who sign-in and provide their names and emails. We will also announce the winner at the end of the event as an incentive to stay until the end.
Sean's son to be the photographer for the event.
We will have about 2-3 college students for help. They can help give out raffle tickets

After this event, we need to start writing process manual/guideline that states dates, major events, and etc. in order to avoid repeating same conversation every year. Also this will help for the future members of KASF to catch up with our history.
Mimi to evaluate by July 22nd and pass them out to the whole members with an evaluation deadline of August 15th. We will announce the news on August 20th. Our banquet will possibly be on October 16th.

Meeting Notes September 28th 2015

Thank you Mr. Hoggie for the food!

Current Financial Situation

Currently, we have $26,000 in our bank account. It will be $30,000 once Dr. Sean's $3000 and Mr. Choi's $1,000 check clears. Mr. Hoggie has pledged $2,000, Mr. Kim Nahm Il has pledged $5,000, and Ms. Kim has pledged $1,000. Statefarm is matching Mr. Choi's $1,000. That's $39,000 total. Expected banquet cost is $7,000 and our goal is to have at least $45,000 before the banquets including the cost. Therefore, we are currently short by $13,000. Please reply or let us know if you can pledge a certain amount of money, so we can see how much money we will have!

Scholarship Banquet

We are requiring every student to come to the banquet even if they live far (out of state and Lubbock). We are considering having travel expense budget for the students. The detail needs further discussion. For the long-distance students (4), we are giving them an option to stay at some of our director's house. *If you want to offer a room, please let me know! So far, Sean has volunteered. This will be a good opportunity for us to build relationships with our students and possibly having them give back in the future.

Golf Tournament Outcome

We had total 14 people play, and we are going to try to do one next year with Wilshire Bank. Wilshire does this every year already and pays for all the participants. It would make the bank look good when they have a cause for the golf tournament and it will also give us opportunity raise money and increase public relations. The $5,000 we were expecting has reduced to $1,000 due to strict compliance within banks.

Advertisement

Advertise about our banquets once or twice starting 2nd week of October. We just want to get our names out through advertisement and not necessarily bring extra people.

Meeting notes from October 12, 2015

Thank you Mr. John Yi for dinner!

Next meeting will be held next week October 19th. It is ***imperative*** for everyone to participate in this meeting as we will discuss responsibility and tasks to be done. Please let us know in advance if you cannot attend so we can reschedule on a date that all of us can attend.

Invitation Letters
When sending out letters for invitations, Hoggie suggested having a stamped blank envelope with address to our P.O. Box in case invitees can't attend but are willing to donate. This would allow us to gather extra donations that we would miss out if we don't have such envelopes included. Kudos to Mr. Hoggie for such suggestion!

Action item: If you haven't sent out the letters yet, please include stamped envelopes! We will share the P.O. Box address as soon as possible.

Task so far:
Scholarship presentation from Dr. Mimi Lee
Operations Management from Mr. John Yi and Mr. Hoggie Kim
Media Management from Dr. Josh Liew
MC from Mr. Eugene Sohn

We will discuss further tasks in the next meeting.

Congratulatory Letters
Request for congratulatory letter has been sent to the Mayor of Houston. I've also sent a request to Senator Cornyn and Congressman Culberson. There wasn't much information on Governor's website so I did not request to Governor Abbott

Community Reinvestment Act (CRA)
Mr. John Yi has found out that banks gain credits when they reinvest in their community--some of the ways to increase CRA credit. These credits are necessary if they want to charter, merger, or acquire. This encourages banks to help the community and this is something we can ask our banks for regular donations!

Mass Email Invites
Action item: Once P.O. Box address is registered, Eugene will send a mass email for the banquet.

October 20, 2015

First, thank you for everyone who joined the meeting tonight! **Our last meeting before the banquet and celebration will be held next Tuesday October 27th!** Please mark it in your calendar and raise hand (electronic hand) if you cannot attend so we can see if other day might be better.

There are a lot of action items so at the very bottom, I've listed each name and listed assigned tasks.

Program

- Awaiting on two appreciation speeches and a congratulatory letter.
    - Appreciation speeches to be arrived by this Thursday
    - Eugene to call the mayor office to see if we can receive the letter by this Friday.

Scholarship

- Eugene to send the list of the awardees with their legal name and scholarship amount to Hoggie--include John and DJ for envelopes and name tags

Advertisement

- Contact Korean Journal and Korean Post this week. Have names in Korean and include new names: 법율 자문: 권철희 J.D., Steve Suh, and Myung Ivey

Banquet

- Eugene to contact students to have them arrive by 5pm (until 6 pm, they will network with us and other students).
- DJ to create award certificates, name tags, and
- Eugene to bring his laptop for sign-in sheet. If anyone else can bring a laptop, it would reduce the line by half. Let me know if you can bring one, it would be very helpful.
- Adrian to update the banner at the place next to 본가 (needs to receive the banner from John before he leaves to LA)
- Kim Kim to work on two posters with easels--one with people's names and another with companies. Great recommendation Kim Kim!
- Background music and all the media to be handled by Josh!
- Eugene, Kim Kim, and DJ will be the greeters.
- John and Hoggie will be operations managers making sure everything is running smoothly
- We might need extension cords
- DJ will be the historian--taking pictures and videos: when filming, ask questions to the students and get good response!
- Adrian to bring flags and stands

Donation

- Kim Kim to create ~10 donation boxes to have it on each banquet table.
- Hoggie to create donation card and Josh to design.
- John to create envelopes for the donation card with our PO name and stamps.

Tasks By Name:
Hoggie: (1) write scholarship checks, (2) create donation card samples and hand it off to josh (3) act as an Operation Manager with John
John: (1) Give banners to Adrian, (2) create envelopes for the donation card and scholarship check, (3) act as an Operation Manager with Hoggie

Mimi: (1) scholarship awardor/congratulator

Adrian: (1) update the banner, (2) bring korean/us flags with stands

Eugene: (1) Call mayor's office to escalate congratulatory letter, (2) contact students and have them arrive by 5pm, (3) send the list of awardees as their legal names and the amount of scholarships to Hoggie. CC John and DJ for letters and name tags, (4) Contact Korean Journal and Korean Post for ad this week, (5) bring laptop, (6) greeter/MC

DJ: (1) create name tags, (2) create award certificates for scholarship recipients, (3) historian/greeter

Kim Kim: (1) create posters for sponsors with easels, (2) create ~10 donation boxes that will go on each table, (3) greeter

Everyone: contact possible donors and invite them to the banquet :)

2015, October 27

Program has been turned in yesterday and is printing. Attached is the final copy.

DJ, Joomi, Kim, and I will bring our laptops in replace of sign-up sheets.

All the Directors will show up starting 4:00pm to set everything up. Students will show up at 5:00pm to network with us and other students. I think it would be a good idea to have students know our job professions. **Can everyone provide me their professions so I can post it to the facebook group?** Please either reply to this email, kakao, or let me know directly. This event will allow us to form mentor/mentee relationships with the students. Guests will start coming in around six and we'll serve dinner at 6:30. We'll play our videos and do QR code prize announcement and start the program at 7:15.

Things that are currently in process:
-pledge cards
-donation box

Also I sent everyone an invitation to the listserve. Please check your email and accept the invitation. So far, Mr. Hoggie, Mr. In Choi, Mr. Kim Nahm Il, and Dr. Sean has accepted. This will only work if everyone accepts the invitations!

Meeting Notes November 10, 2015

Attendance: Dr. In Sup Choi, Dr. Josh Liew, Mr. Kim Nahm Il, Mr. DJ Lee, Dr. Sean Kim, Mr. John Yi, Mr. Eugene Sohn, Ms. Joomi Lee, Ms. Jihye Kim, and Mr. Hoggie Lee--10 total.

Some companies donate money per # of hours their employees volunteer at a non-profit. Having attendance will be necessary to keep a record for the hours of voluntary work. If you work at a big company, please look into see if your company provides such benefit!

X-mas Party

Save your date if you haven't yet! On December 19th, **Sean's family** will provide entertainment and food. We will play White Elephant as well, so please bring a gift either wrapped or in a container! The gift ceiling is $30 but I won't complain if you buy something over that ;). White Elephant is a game where each participant buys one gift, and we take turns to grab a gift or steal from each other. For more information, please click this link:https://www.whiteelephantrules.com/ or post your questions on Kakao.

Thank You Letter

Hoggie will create a database of donations from year 2015 (mostly from the banquet) that will include: amount of donation, name, and, if possible, email, address, and phone number.
Adrian will take the information from Hoggie and create thank you letters (examples from year 2013 attached in the email).
Have two different packages for thank you letters--one for donation $1000 or over and one for donation less than $1000. Things to include in the package still need to be discussed: include annual report for those over $1000, include program for those that donated but didn't attend the banquet, and etc.

Chair Scholarship

Pastor Chae's (from NLF) mother in law donated lots of money. Perhaps next year, she could donate chair scholarship ($25,000 donation that will cover one student per year forever).

Advertisement

We will have advertisement to all three newspaper agencies to thank the donors. We will have three tiers for recognizing donors. After **Hoggie** finishes the database, he will figure out the range to distribute the donors into three tiers in a pyramid shape (i.e. 2-3 people on top, 5-7 people in the middle, and 15-20 people at the bottom). Directors will be included in the list. If a person wants to remain anonymous, either just have the last name, or put anonymous donor (i.e. anonymous donation of $10,000 would go into top tier and say "Anonymous Donor" or something similar). Include companies that donated money independently. If given via matching, do not publicize the company and add the amount to whoever the employee was (this to make sure we're not publicizing companies without their consent as matched giving is not an official sponsor. We might need a lawyer on this to interpret further if we have time and resource)

Operating Manual

Operating manual is necessary to reduce having same questions every year: scholarship regulation, internal job description, documentation.
In order to make this reality, we will form a committee. So far, the members are Hoggie and Eugene with John as the chair committee. Our immediate focus is on the application process and banquet. If you're interested in joining the committee, please let John, Hoggie, or me know!

Play Fundraiser
Famous actor is coming to Texas for a couple months and he might perform in Houston. We have an opportunity to get involved to get our names out. We don't expect to generate money through this event but we will have a booth to let people know about our organization, and if they're interested, receive donations. If we get involved, we will be expected to sell 100-150 tickets ($25 per ticket). The play is about an elderly couple's love story.

Korean Festival
We are talking with KASH for getting involved in their annual Korean Festival. Supposedly, the amount of profit is superfluous during this event. To put it in a picture, there were 40,000 attendants this year, and if you suppose everyone spending an average of $5, that's $200,000 in revenue. We will try to get a booth for free and hopefully on a good spot. We can sell drinks (water, softdrinks, etc) and snacks (빙수) and ice cream. We want something easy and popular. If you have any ideas, please share!

KASH and KASF Joint Scholarship
KASH has money to give away for scholarships yet they don't have the infrastructure to do so. We could help them with that. There was a news article accusing KASH not being transparent with their money, so before we do anything with them, we should do research on their organization. If something bad happens, KASH will continue to survive, but KASF will die out as our main purpose is to raise money to provide scholarships to students, and if the public can't trust us, we won't have any donations.

Student Ambassador
We seeded an idea of getting involved to the scholarship recipients. **Eugene** will be sending an email to this year's recipients to ask for their interest in getting involved and gaining leadership experience. I will sell this opportunity hard so we get many interests. There will be President, Vice President, Secretary, and Treasurer.

Post Final Exam One Day Call
A suggestion brought up during our meeting last night: one day after final exams, we should gather students and provide contact list to see how much donations they can get. We'll have prize for first place. Contact list could include previous scholarship recipients who have graduated already.

Annual Pledge from Businesses
Joomi will contact businesses to ask for yearly donations. Business include: banks, Korean academies, Korean clinics, and etc. She will try all sorts of tricks she has in her hat: email, calling, face-to-face, etc. Sean will also create a greeting or call-in to check up on the businesses.

Newspaper Scrapbook
Eugene will contact the newspaper agencies to see if we can get electronic copies for our events and advertisement.

Scholarship Directly to School

Look into giving scholarship directly to universities. This will sort out some issues we're having regularly such as non-student applying for scholarship just to receive the money. This also has a benefit on some universities where out-of-state students can get in-state tuition fee if they receive any scholarship.