



**KASF Northeastern Chapter
Young Professionals Committee Meeting**

Tuesday, February 27, 2017 at 6:30 PM

150 East 57th Street, Apt 15E, New York, NY (Kate's Home)

Attendees: Grace Ahn, James Chung, Christine Kang, Amanda Milazzo, Joon Park (officially: "perfect for this"), Kate Lim Rosenthal; Cathy Choi (via phone) and David Kang (via phone)

Apologies: David Kang, Jay Lee, Stephanie Lee, Sunny Lim

1. Welcome and Call to Order

- Christine called the meeting to order at 6:53 PM.

2. Recipient Outreach

- All YPC members interested in acting as a point of contact for current scholarship recipients have been assigned students and made initial email contact
- Personal updates
 - Amanda – received 1 response (student was very appreciative)
 - James – received 3 out of 7 students; one student asked about events in Boston
 - Kate – have not yet received any responses
 - Chris – heard back from 4 or 5; met up with 1 student from NYU
 - Cathy – heard back from 7 out of 8 students; reached out to other YPC folks to help connect student with med students
- **ACTION ITEM:** Ask Board about how to connect with students if email is no longer working
- **CONSIDERATION:**
 - Low response rate due to no previous relationship? → Cathy to help connect folks if no response if Cathy has connected with the student before
 - Be assigned student recipients for future galas
- **BENEFIT:** connecting students with other potentially helpful folks; creating community

3. Meet & Mingle Event

- Date and time: Thursday, 3/30/17, 6:30 pm – 8:30 pm
- Location: By Design office, 575 7th Ave, 4th Floor, New York, NY 10018
- Food to be provided by JoJu (David confirms)
- Current headcount: 24 (including only a few YPB folks)
 - YPB folks – please RSVP if you haven't done so already
 - Ask 1-2 BOD folks to attend as representatives

- Make sure to check in with RSVP'ed folks a week out – ask to categorize as alum, current student, etc.
 - CONSIDERATION: Raffle as low-touch fundraising tool (possible options?)
 - ACTION ITEM: Cathy & Chris to follow up with Michelle regarding double checking alumni list
- 4. **2017 KASF NERC Gala**
 - Save the Date
 - Paperless Post ready for mailing
 - ACTION ITEM: Send list of contacts to Cathy by Monday, 3/6
 - Provide everyone with screenshot to forward on to non-PP folks
 - Cathy to follow up with Mr. Nam regarding hard copies
 - ACTION ITEM: Ask Board to confirm \$300 ticket price
- 5. **Other Upcoming Events**
 - May Fundraising Walk
 - Chris proposes one day walk whether virtual or physical
 - Cathy and Chris to discuss separately; others encouraged to provide other suggestions
 - July Outdoor/Rooftop Fundraiser Social
 - ACTION ITEM: Steph to look into hotel rooftop options
- 6. **Reminders**
 - Christine and James attending National Board Meeting 3/17 – 3/19
 - ACTION ITEM: Ask Michelle how much has been raised via Amazon Smile
 - Question: Dave asks if anyone can take off on a Friday for a ski trip?
- 7. **Scheduling Next Meeting**
 - Virtual meeting on 3/14 at 8 PM via Google Hangouts
- 8. **Adjournment**
 - Meeting was adjourned at 7:25 PM.

**KASF Northeastern Chapter
Young Professionals Board Meeting**

Tuesday, March 28, 2017 at 6:30 PM

By Design, 575 7th Avenue, 4th Floor,
New York, NY 10018

Attendees: James Chung, Cathy Choi, Christine Kang, David Kang (call), Ms. Jay Lee, Jay W. Lee (call), Sunny Lim, Amanda Milazzo

Apologies: Stephanie Lee, Kate Lim Rosenthal

Welcome and Call to Order

Christine welcomed attendees and called the meeting to order at 6:35 PM. Attendees were announced.

Meet & Mingle Discussion

The first KASF NERC “Meet & Mingle” event is scheduled for Thursday, March 30th, from 6:30 to 8:30 PM at the By Design Office. YPB members are asked to arrive by 6:00 PM. The following topics were discussed:

- Attendees: There are 44 people registered for the event, which is estimated to be an actual attendance of 30-35 people on the day of the event.
- Food: David and his Joju partner will bring sandwiches and fries by 6:15 PM on March 30th. Sunny will purchase a \$100 fruit platter (courtesy of Ms. Joann Lee).
- Drink: Ms. Jay Lee will purchase \$100 worth of wine and non-alcoholic drinks (courtesy of Ms. Joann Lee) to be delivered on March 30th.
- Additional Expenses: Ms. Lee will purchase cups, plates, napkins, and cutlery. Amanda purchased nametag stickers and cards for a side activity.
- Registration: James and Cathy will man the registration table in rotation. The attendee list will be printed for easy check-off.
- Speakers: Ms. Joann Lee will provide a brief welcome address. Christine will provide a brief introduction to the KASF YPB. YPB members are encouraged to network on an individual level throughout the event.
- Fundraising: KASF brochures, gala save-the-date cards, and donation boxes will be available throughout the event. A Square reader will be available for credit card donations.

Annual KASF Golf Event

The Annual KASF Golf Event is scheduled for Wednesday, April 26th. YPB members are unable to volunteer due to work conflicts, and asked for advance notice in 2018 to reorganize their schedules.

- Action: Ms. Lee will ask By Design employees/interns volunteer at the event
- Action: Ms. Lee will ask Mr. Nam to circulate the Golf Event invite to YPB members.

Upcoming Events

The following events were discussed

- May Fundraising Walk: Due to a lack of time and bandwidth, the May Fundraising Walk is canceled. The idea will be revived and discussed in the future.
- July Rooftop Fundraiser: Stephanie received quotes from three rooftop bars and the minimum cost ranged from \$7,000 to \$35,000.
 - Action: Stephanie will contact restaurants with outdoor seating to see if their costs are more manageable.
 - Action: YPB members will determine the ticket price and a fundraising goal (e.g. \$6,000 = 3 full scholarships)
- September Gala: The NERC Board confirmed the ticket amount of \$300. The most time-sensitive action is securing a keynote speaker for the event, which the NERC Board will help with moving forward.
 - Action: Amanda will draft a donation card
 - Action: YPB members will send their target list to Christine
 - Action: YPB members and NERC Board will seek a keynote speaker

New Business/Updates

KASF National Board of Directors (NBD) Meeting (3/18): James reported that the Investment Committee selected a new Portfolio Manager - TIAA (replacing Morgan Stanley). To offset the costs of the endowment and the NBD, each region will be taxed 10%. Amazon Smile revenue to date is approximately \$100. The Communications and Young Professionals Committees have been merged and will be responsible for communications, recipient engagement, and young professional development. The NBD meeting next year will be held in Washington, D.C., and all YPB members are invited.

- Action: Christine will circulate the minutes of the NBD meeting when they are available
- Action: Christine will forward the 2018 NBD dates as soon as they are finalized

KACF Giving Summit (6/17): Christine reported that KACF is holding an all-day Giving Summit on Saturday, June 17th. She asked YPB members to register and attend in the spirit of collaboration and in order to network for KASF.

- Action: Christine will circulate the Giving Summit invitation

Next Meeting

The next in-person meeting will be scheduled for the week of April 10th. A new meeting schedule will be discussed at the next meeting.

- Action: Christine will contact the YPB to schedule the next meeting

Adjournment

The meeting was adjourned at 7:40 PM.