MEETING MINUTES

SUBJECT: KASF Western Region Board of Directors Meeting

DATE: February 9, 2020

TIME: Meeting began at 3:10 pm

LOCATION: 3435 Wilshire Blvd., Suite 450, Los Angeles, CA 90010

ATTENDEES:

Angela Kim
Kelly Hwang
Eric Choi
Eun Jeong Lee
Sam Hong
Frank Lee
Kay Ko
Robyn Brinkerhoff
Esther & Moses Rim

PREPARED BY: Sam Hong

ITEM DESCRIPTION

1. GREETINGS AND INTRODUCTIONS

2. APPROVAL OF MINUTES from November 3rd, 2019
   a. Approved without exceptions

3. NATIONAL BOARD MEETING
   a. Meeting location changed to Vienna, Virginia
   b. Went over 2019 accomplishments
   c. We plan to transition to a nonprofit CPA to get our financials audited

4. TREASURER'S REPORT– Eric Choi
   a. Provided one-year summary

5. MEMBERSHIP COMMITTEE REPORT – Frank Lee
   a. Professor Woo – for this year, he wants to contribute by participating in application evaluation; the board had a discussion and concluded that he should attend our events and go from there
   b. Kelly Hwang – there is a potential board member candidate from Cerritos whom she will bring to a future event

6. SCHOLARSHIP COMMITTEE REPORT – Moses Rim
   a. 2020 online application will be open April 1st
   b. Mountain State Region came up with the essay questions this year; going through the approval process

c. June 30th is the cut-off date and we need to make decisions by August
d. Banquet date for now – 9/12

7. YPC REPORT – Angela Kim
    a. Went over the vision and mission statement
    b. March 14th – networking and professional workshop; venue to be decided

8. FUNDRAISING COMMITTEE – Kay Ko
    a. Kimchi fundraising event was a success; there were donations that were made
    b. Benefit concert
        a. Date: May 9th
        b. Performers
            i. Paula Yoo confirmed
            ii. USC student (trio) confirmed
        c. Tenor and soprano confirmed
        d. Our goal is to fill 300 seats
        e. Eventbrite link will be available
        f. Went over the budget
    c. California Community Foundation
        a. There are donors who are interested in donating to Korean Americans; within the next couple of weeks, we will hear whether they want to donate
    d. APCF
        a. We've been selected for Community Hero Award, which will be presented on June 18th at the Music Center

9. OTHER BUSINESS
    a. Office rent: $560/month (market); Eric recommended that we find an alternative solution

MEETING ADJOURNED AT 5:23PM

MEETING MINUTES

SUBJECT: KASF Western Region Board of Directors Meeting

DATE: May 17, 2020

TIME: Meeting began at 3:05 pm

LOCATION: Conference Call

ATTENDEES:

Eric & Janet Choi
Sam Hong
Kay Ko
Robyn Brinkerhoff
Esther & Moses Rim
Frank Lee

PREPARED BY: Sam Hong

ITEM DESCRIPTION

1. GREETINGS AND INTRODUCTIONS

2. APPROVAL OF MINUTES from February 9th, 2020
   a. Approved without exceptions

3. NATIONAL BOARD MEETING
   a. Meeting minutes for the national board have been approved and adopted
   b. National board will decide whether they are going to increase the distribution beyond the 4% given that regions are having difficulty fundraising due to Covid-19

4. TREASURER'S REPORT– Eric Choi
   a. They were not able to transfer the check signing ability due to the bank closing – should be resolved sometime in June when the bank reopens
   b. Janet Kim has confirmed to do five designated scholarships
   c. We should be receiving ~$35K from the national
   d. Internet at the office to be cancelled

5. FUNDRAISING COMMITTEE – Kay Ko
   a. It's difficult to do online fundraising, as KASF is not very well known
   b. Fundraising is challenging as we are not able to meet in person
   c. Frank recommended that we accept at least 20% of the applicants as students need scholarships the most at a time like this; based on the current cash balance in combination with the commitment from Janet Kim, we should be able to give out at least 40 scholarships

6. SCHOLARSHIP COMMITTEE REPORT – Moses Rim
   a. As of May 1st, 252 applications started and 8 submitted

7. AWARD CEREMONY
    a. We will cancel the physical award ceremony
    b. We can do the award ceremony virtually via Zoom; Eric will lead the effort
    c. Award ceremony date to be changed back to September 12th
    d. Program book will be created in PDF but not printed this year

8. OTHER BUSINESS
    a. APCF Award
        i. They will push the award ceremony to next year (June 17th)
    b. Office lease has been signed at $560/month for one year

MEETING ADJOURNED AT 4:17PM

MEETING MINUTES

SUBJECT: KASF Western Region Board of Directors Meeting

DATE: August 9, 2020

TIME: Meeting began at 3:06 pm

LOCATION: Conference Call

ATTENDEES:

Eric & Janet Choi
Sam Hong
Robyn Brinkerhoff
Moses & Esther Rim
Frank Lee
Angela Kim

PREPARED BY: Sam Hong

ITEM DESCRIPTION

1. GREETINGS AND INTRODUCTIONS

2. APPROVAL OF MINUTES from May 17th, 2020
   a. Amount to be received from national should be $29K, not $35K
   b. Approved with the exception noted above

3. SCHOLARSHIP APPLICATION REVIEW – Esther Rim
   a. 292 applications received (50% more than last year)
   b. 8/10 is the last day to submit the awardees

4. AWARD CEREMONY PROGRAM BOOK – Moses Rim
   a. We will be using the standard template distributed by the national board, but we need to find a way to customize it
   b. We should include schools and majors under the recipient pictures

5. AWARD CEREMONY – Eric Choi
   a. Target date is September 12 from 11:00am-12:00pm
   b. Discussed the agenda
   c. Awardee notification to be sent by August 23rd
   d. Eric to create a registration page for the attendees before August 23rd
   e. Certificates will be sent by the middle of September

6. TREASURE'S REPORT – Eric Choi
   a. Went over cash bank reconciliation
   b. At the end of July 31st, we have ~$96K in cash
   c. Based on the current commitment, we will get to $149K; with this, we can give out 50 scholarships but will target to give 60 scholarships if we can raise additional $20K
   d. National board continues to move forward with standardizing the bank (Wells Fargo)

e. In a few weeks, we are going to move from Bank of Hope to Wells Fargo
f. If state registration is not completed by August 14th by the national board, we'll find a way to open the subaccount just for WRC

7. FUNDRASING COMMITTEE REPORT – Robyn B.
   a. Through the KASF e-mail, a letter asking for donation was sent out
   b. Robyn B. also sent out more customized e-mails to a smaller group
   c. We'll follow up with the people who have not responded via phone calls

8. NATIONAL BOARD REPORT – Frank Lee
   a. No update other than the bank account update noted above

MEETING ADJOURNED AT 4:29PM

MEETING MINUTES

SUBJECT: KASF Western Region Board of Directors Meeting

DATE: November 1, 2020

TIME: Meeting began at 3:03 pm

LOCATION: Conference Call

ATTENDEES:

Eric & Janet Choi
Sam Hong
Robyn Brinkerhoff
Moses & Esther Rim

PREPARED BY: Sam Hong

ITEM DESCRIPTION

1. GREETINGS AND INTRODUCTIONS

2. APPROVAL OF MINUTES from August 9th, 2020
   a. Approved without exceptions

3. TREASURE'S REPORT – Eric Choi
   a. Went over deposits, expenses and cash balance
   b. NBD is working on setting the bank account for each region by the end of this year
   c. We should check whether we can rent the office space month-to-month (Robyn will check with the property manager)

4. NATIONAL BOARD REPORT – Robyn B.
   a. All the regions ended up giving out similar amounts of scholarships and held virtual award ceremonies
   b. We need to decide next year's officers by December 15th
   c. Due to an illness, the president of MRC had difficulty fulfilling her duties, but other board members stepped up, and they were able to give out scholarships
   d. Nomination committee will be nominating national board members in December

5. 2021 SCHEDULES – Robyn B.
   a. Q1 board meeting – February 7th
   b. Q2 board meeting – May 16th
   c. Q3 board meeting – August 15th
   d. Award Ceremony – September 18th
   e. Q4 board meeting – November 7th

6. OTHER BUSINESS
   a. Holiday networking event with recipients
      i. Scheduled for December 6th at 3PM
   b. Holiday party amongst the board members

i. Scheduled for December 12th (lunch)

c. Announcements
   i. Esther and Moses will take a break from KASF to take care of the newborn
   ii. Robyn will have to travel to Korea next year for an adoption process; timing is uncertain

MEETING ADJOURNED AT 4:00PM