MEETING MINUTES

SUBJECT: KASF Western Region Board of Directors Meeting

DATE: February 7, 2021

TIME: Meeting began at 1:35 pm

LOCATION: Conference Call

ATTENDEES:

Eric & Janet Choi
Sam Hong
Robyn & Cort Brinkerhoff
Frank Lee
Angela Kim
Sang Kim (NB President)

PREPARED BY: Sam Hong

ITEM DESCRIPTION

1. GREETINGS AND INTRODUCTIONS

2. PRESENTATION BY – Sang Kim
    a. Went over the change in leadership
    b. Went over the changes in bank account and legal structure
    c. SRC received a new chair scholarship
    d. Went over key future dates
        a. March 13, 14 – Virtual NBD meeting
        b. April 1 – application opens
        c. June 30 – application closes
        d. August 31 – scholarship winner announcement
    e. Sam inquired about who is responsible for state filings going forward, and it was noted that the national will be taking care of those going forward
    f. Robyn brought up the idea of a national fundraising event, and Sang responded that they are in the early stage of brainstorming on fundraising events including those on a national scale
    g. Robyn brought up the idea of KASF sharing other scholarships with the recipients

3. APPROVAL OF MINUTES from November 1st, 2020
    a. Approved without exceptions

4. OFFICE RENTAL – Robyn B.
    a. Discussed whether to keep the physical office
    b. Most people are sending things online and mails can be sent to the PO box (some people may be reluctant to do this)
    c. Robyn will ask the property manager if they can extend the lease at the discounted rate while we figure out the alternative

5. 2021 OFFICERS AND COMMITTEE CHAIRS – Robyn B.
    a. President – Robyn B.
    b. Vice President – open (Robyn and Cort most likely will need to travel to Korea during the fall)
    c. Secretary – Sam Hong
    d. Treasurer – Eric Choi
    e. Scholarship – Cort B.
    f. Fundraising – open
    g. Membership – Frank Lee
    h. Cort volunteered to become the scholarship chair
    i. Robyn will circulate Cort's resume to get him officially on board
    j. Kay Ko informed that she is no longer able to participate as a board member

6. FUNDRAISING – Robyn B.
    a. This year's goal – $100K
    b. Fund raising ideas
        a. Ask for money early
        b. Care package + thank you letter from the recipient
        c. Angela to come back with options

7. ACTIVITIES FOR STUDENTS – Robyn B.
    a. Discussed networking events and career panels

8. TREASURE'S REPORT – Eric Choi
    a. Ability to deposit checks and writing checks (electronic for now) is no longer an issue
    b. We are in a good position on a year-over-year basis
    c. Went over the cash balance

9. OTHER BUSINESS
    a. Upcoming award scholarship ceremony
        i. We should consider broadcasting the banquet through Zoom so that people that are far away can attend

MEETING ADJOURNED AT 2:52PM

MEETING MINUTES

SUBJECT: KASF Western Region Board of Directors Meeting

DATE: May 16, 2021

TIME: Meeting began at 3:05 pm

LOCATION: Conference Call

ATTENDEES:

Janet Choi (has Eric's proxy)
Sam Hong
Robyn & Cort Brinkerhoff

PREPARED BY: Sam Hong

ITEM DESCRIPTION

1. GREETINGS AND INTRODUCTIONS

2. APPROVAL OF MINUTES from February 7th, 2021
   a. Approved without exceptions

3. TREASURE'S REPORT – Robyn B.
   a. Went over the bank statement; noted $94k of cash balance

4. SCHOLARSHIP COMMITTEE – Cort B.
   a. Reviewed schedule
   b. Evaluation period: July 14th – August 10th
   c. Provide selections to Cort: August 17th
   d. List of awardees due to NB: August 24th
   e. Notify awardees: August 31st (e-mail & update on website)

5. AWARD CEREMONY
   a. The ceremony moved to the 18th, and it will be virtual
   b. Key note speaker candidates
      - Esther Chang (a friend of Robyn and works at William Morris)
      - David Yoo (Ruth Chung's husband; professor of Asian American studies at UCLA)
   c. Performance
      - Look out for applicants who indicate having some musical talent on their applications

6. FUNDRAISING – Robyn B.
   a. Kia Motor is donating $40K, $6K of which is expected to come to WRC
   b. Board members to think about care package ideas and send them to Angela
   c. Virtual trivia
      - Discussed Trivia Hub as a potential idea; Robyn to look more into it
   d. Food truck fundraising

- Sam and Janet to do some digging on this

7. APCF Event – Robyn B.
    a. Sponsorship – $1,500 donation to APCF proposed and approved

8. OTHER BUSINESSES – Robyn B.
    a. Physical office – we e-mailed Jamison that we won't be able to pay anymore, but they have not asked us to leave

MEETING ADJOURNED AT 4:27PM

MEETING MINUTES

SUBJECT: KASF Western Region Board of Directors Meeting

DATE: August 15, 2021

TIME: Meeting began at 3:07 pm

LOCATION: Conference Call

ATTENDEES:

Janet & Eric Choi
Sam Hong
Priscilla Kim
Gloria Lee
Angela Kim
Frank Lee
Robyn & Cort Brinkerhoff
Connie Chung Joe

PREPARED BY: Sam Hong

ITEM DESCRIPTION

1. GREETINGS AND INTRODUCTIONS

2. APPROVAL OF MINUTES from May 16th, 2021
   a. Approved without exceptions

3. TREASURE'S REPORT – Eric Choi
   a. Went through the cash flow
   b. Cash on hand is $142K as of August 14th
   c. Eric to follow up on the funds from Kia
   d. With additional funds that are coming in, we should be able to commit 50 scholarships

4. FUNDRAISING – Robyn B.
   a. Raised $31,250 from the trivia event
   b. We'll send blankets to the winners who donated the prize money back

5. SCHOLARSHIP COMMITTEE – Cort
   a. All awardees received except for college seniors and masters; due 8/17

6. AWARD CEREMONY
   a. As Covid-19 is getting worse, we will host the event virtually
   b. Key note speaker
      - Esther Chang (a friend of Robyn and works at William Morris) agreed to speak at the event
   c. Performance
      - Look out for potential performers and let Cort or Robyn know if there is a good candidate

7. ADVERTISEMENT – Robyn B.
    a. National is providing $1,000 to each region to recruit potential members in surrounding cities
    b. Potential options
        - Newspaper ads
        - Linkedin
        - Alumni groups

8. OTHER BUSINESSES – Robyn B.
    a. Proposed to amend WRC bylaws so that it's more relevant to today's environment (e.g., removing the requirement for spouses to participate together)
    b. Next board meeting will take place on November 7th
    c. Election of officers will take place at the next meeting

MEETING ADJOURNED AT 4:07PM

MEETING MINUTES

SUBJECT: KASF Western Region Board of Directors Meeting

DATE: November 7, 2021

TIME: Meeting began at 3:09 pm

LOCATION: Conference Call

ATTENDEES:

Janet & Eric Choi
Sam Hong
Gloria Lee
Frank Lee
Robyn Brinkerhoff
Connie Chung Joe
Angela Kim

PREPARED BY: Sam Hong

ITEM DESCRIPTION

1. GREETINGS AND INTRODUCTIONS

2. APPROVAL OF MINUTES from August 15th, 2021
   a. Approved without exceptions

3. TREASURE'S REPORT – Eric Choi
   a. Went through the cash flow
   b. Cash on hand is expected to be ~$63K as of December month-end
   c. Received $6K from Kia – expected to be recurring long term
   d. ~$30K received from the endowment for chair scholarships
   e. Robyn to check the status of the funds from Steve Kim

4. NATIONAL RETREAT – Frank Lee
   a. There will be another national board meeting in New York in March or April of next year
   b. Discussed the 5-year & 10-year plans, current state of the organization and high-level strategies; relevant documents are available on the KASF website
   c. Iris Moon was hired by the national board last year and raised $25K; within the last 2-3 weeks, she took a personal leave of absence for an undetermined amount of time
   d. We raised $600K this past year, which is the highest amount raised thus far, but the regions across the country are having some degree of member retention issues

5. HOLIDAY ACTIVITIES
   a. National to send holiday cards to donors; we just need to provide e-mail addresses
   b. Holiday dinner – each member is encouraged to bring one guest (or more) that can potentially become a board member; scheduled for December 4th at 5pm at Frank's house in Encino

6. NEXT YEAR'S OFFICERS AND COMMITTEE CHAIRS – Robyn B.
    a. President – Eric
    b. Vice-President – TBD
    c. Treasurer – Gloria
    d. Secretary – Sam
    e. Committee Chairs
        i. Scholarship chair – Robyn & Cort
        ii. Fundraising chair – Connie
        iii. Membership chair – Frank
        iv. Communications chair – Priscilla (to be confirmed)

7. NEXT YEAR'S MEETING SCHEDULE
    a. February 6th
    b. May 15th
    c. August 7th
    d. November 6th

8. IDEAS FOR NEXT YEAR
    a. Connie proposed the idea of targeting alumni to join us as members
    b. Recognize a few alumni members to join as members
    c. Utilize the alumni database to do a pay-forward campaign
    d. We should hire an intern to do a video campaign and an e-mail blast

9. WRC RULES AMENDMENT
    a. Robyn and Connie to work on the amendment

MEETING ADJOURNED AT 4:30PM