KASF-MWRC Q1 Meeting Minutes

Location: Etta Bucktown, 1840 W. North Avenue, Chicago IL

Date: SAT February 18, 2023

Time: 11:00 AM to 1:00 PM CST

Attendees: Jane Lee-Kwon, Tom Ritter, John Kwon, Eun Jung, Scott Lee, Patty Kim Celmer, Ye-Bhit Hong

(NOTE: 7/9 = Quorum)

Absent (3): Dave Shin, Wook Jin Kim, Phil Kim

Agenda Items

- MWRC Fundraising
  - Corporate sponsor – Ideas on how to partner with a corporate sponsor or a partner non-profit organization in the midwestern states
  - MWRC Board: Give or get $2500 (see Action Items)

- MWRC Finances
  - Distribution from KIA (STEAM) Scholarships funding for MWRC in 2023 is TBD
  - As of 2/13/2023 there is $11,881.50 in our WELLS FARGO (WF) account; minus the $8K items below, approx. balance is $3,881.50
    - $3K Hiro Joho HS Memorial Fund
    - $5K Ebenbrook

  - Board dues - Please give what you can by July 31st. Revised $300 MWRC Board Dues to the following options:
    - Give any amount that you can (and please let Jane know the amount)
    - $100
    - $250

- $500
- $1000

- It's important to be able to say that every MWRC Board Member has given when we're fundraising. You can deposit directly into our WF account (8917980693; KASF Midwest Regional Chapter) OR Zelle to John at johnjhk@gmail.com / 312-479-4047

- Scholarship Operations
  - APR 1st to JUN 30th: Application period
  - JUL: Application evaluations. Training and guidelines will be provided
  - AUG: Analysis, recipient selection, announcement/notifications
  - SEP: Award event (proposed date is SAT SEP 23rd)
  - Starting 2023, the scholarship award amount for College, Graduate/Professional Schools, KWVD is $2500 - **NOTE:** After this Q1 Board Meeting, it was announced in a KASF Scholarship Committee call that the vote of the national meeting in October 2022 has been overturned (with no explanation as to why) and so the scholarship amount is to remain at $2000 for Scholarship Year 2023

- KASF National
  - Upcoming National Meeting
    - Houston, TX – April 21-23, 2023
    - Jane and Tom will be attending, and Scott Lee would like to attend (may have to use MWRC funds)
  - Internship program – KASF National announced an internship program in which selected applicants will intern with a regional chapter from April to October 2023 and will be awarded a $2000 scholarship at the end of the internship. Applications for this internship program are being accepted through end of February

- Open Business Matters
  - Leadership change – Typically the board president role is held for 2 years or so. Jane has been MWRC's President for 7 years (since 2016) now because no one else will fulfill this role. Please consider serving in this role for 2024
  - MWRC Representatives for various National Committees:
    - Operations – Jane Lee-Kwon

- Scholarship – Patty Kim Celmer
- Investment – Wook Jin Kim
- Fundraising – Jane Lee-Kwon
- Communications – Scott Lee
- Program – Scott Lee and Ye-Bhit Hong
- Nominations – Jane Lee-Kwon

➢ Board Meeting Q1 Discussion Notes

What Has Gone Well?

- ✓ National meeting in Chicago in October 2022 – Organized, planning/preparations to show hospitality, good feedback from attendees
- ✓ Among the MWRC, we have good transparency and communications
- ✓ We excel at application evaluations especially for the load MWRC gets every year to review
- ✓ Our internal communications are solid, but external communications are silo-ed (from other regional chapters)

What We Can Do Better This Year/Going Forward?

- Fundraising and managing donors - Dr. Nam of NB has very good software that tracks donors, can provide donation receipts, and documents necessary data. This would be helpful for reaching out to donors if we had some type of system like this
- Holding regular events such as seminars, speakers, etc. for getting together with past scholarship recipients will keep us connected and build a stronger network, rather than awarding a scholarship and then disconnecting until we ask for engagement/contribution/etc.
- Can we do more with previous recipients through social media?
- Good ideas are discussed but KASF is not translating words to action. This is a sentiment also shared nationally
- Connecting with corporate sponsors/donors can make a huge difference especially in the face of a dwindling Korean American population in Chicago with social connections and established charities and commitments (e.g. church)
- Connecting with past recipients is another untapped resource. However it is worth noting that past recipients may move out of the Midwest after graduation

- At the national level, have consistent branding. Perhaps Communications Cmte can establish standardization across regional chapters? We could do more with corporate outreach and advertising if we have national branding

Action Items

1. Board Members: Recruit board members for KASF-MWRC

2. Board Members: Each MWRC board member should attempt to recruit at least one application Evaluator between now and July 1st. We will hold a Zoom call for training new application evaluators and distribute cheat-sheets and guidelines to all evaluators

3. Board Members: Give or get $2500

4. Board Members: Awards Ceremony proposed date is Saturday 9/23/2023. Please think of ideas for format such as in-person or virtual or hybrid (in-person and remote attendance for out of towners) and be ready to discuss at the Q2 meeting

*** Approved by Board Secretary ***

KASF-MWRC Q2 Meeting Minutes

Location: Zoom

Date: THUR June 15, 2023

Time: 7:00 PM to 7:55 PM CST

Attendees: Jane Lee-Kwon, Tom Ritter, John Kwon, Eun Jung, Scott Lee, Patty Kim Celmer, Wook Jin Kim

(NOTE: 7/9 = Quorum)

Absent (3): Dave Shin, Ye-Bhit Hong, Phil Kim

AGENDA ITEMS

(1) Scholarship Operations

- Currently in application process from APR 1st through JUN 30th
- Awards ceremony planning
    - Motion for a virtual Awards Event in September and then an in-person networking event in November or December
        - Recipients are spread out geographically so travel expenses for a required in-person event will be costly
        - Midwest universities, particularly those located in Chicago where an in-person event would take place, start their academic years as early as August and as late as September 27 and so many recipients may not be able to travel during the month of September nor have arrived at their school
        - No objections during vote
    - Date: SAT 9/16/2023 2:00 PM to 3:30 PM CDT
        - KASF Zoom room will be requested for 1:30 PM to 4:00 PM for that day
- Evaluation process to begin the second week of July

- Send names to Jane of friends and colleagues who will volunteer to be an evaluator by JUN 25th
- Patty and Jane will plan and prepare an evaluators' information session to be conducted over Zoom for all evaluators
    - Evaluation guidelines to ensure consistency in scoring and in meeting application requirements
    - Tips and guidelines from the Scholarship Committee

(2) MWRC Intern

- The internship candidate selected by MWRC officers has declined and so the internship position is still open
    - Motion that MWRC will hire ERC's candidate, Juntae Rock as the MWRC intern
        - He attended the national board meeting in April
        - He is taking a gap year and so has the time availability to intern for both ERC and MWRC
        - He shows high interest in being involved with KASF
        - He might apprentice with KiDon for KASF IT operations
        - At the conclusion of the internship, he will receive a $2K scholarship from ERC and a $2K scholarship from MWRC
        - Jane and Scott will confirm officially that the national board endorses this decision
    - Alternative Option Discussed: We can review the other 3 internship candidates who interviewed with MWRC and select one as our intern
        - 1 out of the 3 candidates is no longer available
        - 1 out of the 3 candidates is a sophomore enrolled in an aerospace engineering program that is very demanding of her time at this stage of her academic program
- Internship duties:
    - Build out a database of past recipients and contact them
    - Build out a database of local businesses and contacts for MWRC outreach for partnership or sponsorship
    - Assist MWRC with the awards event

(3) MWRC Fundraising

- KASF NB does not have confirmation from KIA of any funding for the 2023 scholarship year
- Scholarship amount for the 2023 scholarship year was voted to increase to $2500 in OCT 2022 but the National Executive CMTE reversed it to $2K for college/graduate/professional/KWVD students and $500 for two high school students
- Fundraising opportunities and ideas are needed for this year (through mid-August)
  - In-person event, similar to ERC's golf tournament
  - Virtual event, similar to WRC's online trivia event
    - Cost for vendor to run a trivia event for us is $1K
    - We would need to provide the trivia questions and answers
  - Crowd-funding
    - GoFundMe– This was attempted in the recent past but not highly successful, and GoFundMe charges a fee
    - Jane knows of a donation site (www.visufund.com) in which, for example, donors pick a leaf from a tree. It's interactive & visual fundraising.
    - Focus should be ease for donors to give and to participate, ease of maintenance, cost-effectiveness
  - Board dues
    - Give or get $2500
    - Give any amount that you can
    - Let Jane know the amount
    - It's important to be able to say that every MWRC Board Member has given when we're fundraising. You can deposit directly into our Wells-Fargo account (8917980693; KASF Midwest Regional Chapter) OR Zelle to John at johnjhk@gmail.com / 312-479-4047

Q2 MWRC Board Meeting: ACTION ITEMS

1. Board Members: Each MWRC board member should attempt to recruit at least one application evaluator between now and July 1st

2. Jane/Patty: Prepare materials for Zoom call for training new application evaluators and distribute cheat-sheets and guidelines to all evaluators

3. Board Members: Give or get $2500

4. Jane: Research and send out information on her friend's online donation website

*** Approved by Board Secretary ***

KASF-MWRC Q4 Meeting Minutes

Location: Zoom

Date: SAT December 2, 2023

Time: 10:30 AM to 11:15 AM CST

Attendees: Jane Lee-Kwon, Dave Shin, Tom Ritter, John Kwon, Scott Lee, Patty Kim Celmer, Ye-Bhit Hong

(NOTE: 7/9 = Quorum)

Absent (3): Eun Jung, Phil Kim, Wook Jin Kim

AGENDA ITEMS

(1) Operations and Finances

- 2023 has been the best year for MWRC 2.0 in terms of the largest number of scholarships awarded, thanks in part to KIA America
- Tom confirmed that all scholarship checks have been cashed and cleared
- Awards Program Book (APB) is nearing completion
    - Items needed from MWRC Board Members **ASAP** to be included in the APB publication:
        - A really fun PICTURE of you. We like to showcase your smiling face doing something you love or your best glamour shot
        - Your HOMETOWN. Where were you born, and where have you lived throughout your life?
        - Pick A WORD that is important to you and explain why. For example (from Jane): “PERSPECTIVE - As someone in my 50's, I realize that if you are fortunate enough, life is actually a long game. No matter what it is, it's critical to maintain PERSPECTIVE - it will get you through the bad times and remind you to enjoy the good ones. Live your life contextually.”

- Dave Shin (also needed ASAP): Please provide to Jane to include in the APB your write-up / text regarding The Sharon Insun Shin Memorial Scholarship
- Jane will send out the final draft of the APB for Board review and comments

- Vote to approve payment to Ebenbrook for discounted design services and printing of the APB – Unanimous approval by all board members present
- Balance of MWRC Wells-Fargo account at a little over $9K
  - $7500 for Ebenbrook invoice, expected by end of December for payment
  - $1500 remaining of the Hiro Joho High School Memorial Scholarship
    - Donor is willing to give that to KASF National to hold for future MWRC high school recipients

(2) MWRC Board

- Jane will step down as MWRC Board President
  - The MWRC Board appreciates her leadership and hard work throughout the past 8 years
  - She will be happy to support her successor and the MWRC Board 3.0
  - Jane: "It has been the best year ever, and this is because of this amazing team. I don't want you to see this as the end because the next generation is committed to supporting us. We will continue to support and nurture them via the MWRC Community Network."
- Dave Shin will step down as MWRC Vice President and from the MWRC Board
  - He will be happy to support the MWRC Board as a volunteer and with financial contributions
  - He can provide advisory support to the MWRC Board
- Tom Ritter will step down as MWRC Treasurer and from the MWRC Board
  - He will be moving out of the U.S. in April 2024 and joining his wife abroad
  - He is happy to transfer banking files and paperwork to whomever takes on the Treasurer role
- Patty Kim Celmer will step down as MWRC Secretary, from the KASF Scholarship Committee, and from the MWRC Board
  - She will be happy to support the MWRC Board as an application reviewer and with financial contributions
  - She can mentor and advise her successor on the KASF Scholarship Committee as well as future MWRC leadership on scholarship application operations

- John Kwon will step down from the MWRC Board
- Scott Lee will continue on the MWRC Board and as a participant in KASF's national committees
- Ye-Bhit Hong will continue on the MWRC Board and volunteer as an application reviewer
- Wook Jin Kim and family have relocated to Los Angeles – Good luck to Wook Jin!
- Absentee MWRC Board Members: Please email to Jane your intentions for serving on the MWRC Board in 2024
- Jane will draft a letter to KASF National, to be "signed" by the entire MWRC Board, and will float it among the MWRC Board for comments prior to submitting the final draft

Q4 MWRC Board Meeting: ACTION ITEMS

1. **Board Members**: Submit to Jane for the Awards Program Book (APB) the following items: (1) A really fun PICTURE of you; (2) Your HOMETOWN; (3) Pick A WORD that is important to you and explain why.

2. **Dave Shin**: Please provide to Jane to include in the APB text regarding The Sharon Insun Shin Memorial Scholarship

3. Board Members: Please send to Jane your intentions for serving on the MWRC Board in 2024, if you were not present for this Q4 MWRC meeting or if you were present, but your plans have changed

*** Approved by Board Secretary ***