

Asian Association of Utah
Executive Board Meeting
April 17, 2019 – 5:30 pm to 7:00 pm
AAU Building, Salt Lake City

I. Attendance:

- a. Attendees: Judge Michael Kwan, Chair; Eunice Jones, Vice Chair; Marlene F. Gonzalez, Secretary; Shu Cheng, Executive Director; Andy Tran, CPO; Randy Mehl, Treasurer; Yen Pham, Accountant.
- b. Excused: Heru Hendarto and Sulistiani Kathol

II. The prior board meeting minutes was not available.

III. Welcome by Judge Kwan

IV. **Yen Pham** introduced herself as a new accountant for AAU for almost two months now. Randall has been training/supervising her.

V. Executive Director's Report:

- a. **HR services.** Dr. Shu Cheng updated the Board that tomorrow the agency is going to sign the membership with the Employment Council to hire them as a HR consultant and a backup legal representation. The annual membership will be a flat fee of \$4,000, but the 1st year we will receive a 20% discount being a member of Utah Non-Profit Agencies Association. We have looked into different HR agencies before we decided to choose this agency. The Employment Council is also a non-profit agency. We are going to keep payroll service with ADP and the retirement with Fidelity because to change the whole system would be more expensive. The main reason we will use Employment Council is to make sure we comply with all the regulations and rules and we can have some necessary training. We had staff come up with the list of the HR documents need to be reviewed within 30 days and 90 days by the Employment Council. We will have a meeting to sign the membership with the Council tomorrow. They have offices in Utah, Denver and mostly the Intermountain area. They work with about 4,000 employers. Dr. Cheng talked to a couples of other non-profit agencies and they all are happy with this agency.

VI. Construction Issues Next Door. Dr. Shu Cheng also updated the Board about the construction issues of the 12- story building project next door. They are going to excavate down 30 to 60 feet because they are building two-level underground parking. They are going to build the retaining wall right up against our northern boundary within 3 feet from our fence. They are requesting if they can put up to 40 feet long, 10 inch diameter cement column in an angle into our property to support

this retaining wall. Other request is that they will have two building construction cranes, one of them to be crossed over the airspace of our parking lot, swinging around half of our parking lot, about 200 feet above the ground. We told them we will consider the cranes. But as far as the soil nail or earth nail we have decided NOT to give them the permission. Because when they gave Dr. Shu the diagram, it looks like it would affect our building and would cost us more if we want to build and dig into our foundation. We also discussed with them about the dust, the noise, the possible disruption to our business due to their construction. Eunice asked some questions about the construction issues next door to make sure the building construction will not affect the AAU building in the long-term.

- VII. **Chief Program Officer's Report:** Andy updated the Board all of new grant applications submitted recently: ESL Classes, Homelessness Prevention, MVHT (Youth Trafficking), Youth CARE Project (Mental Health) Grantor is OVW, HOST Project (Trafficking-Transitional Housing), CARE Project for Victims of DV (Mental Health), TCE-Treatment for Refugees (Mental Health), Youth CARE Project (Mental Health) Grantor is VOCA, Mental Health for West Valley City refugees.

There are other three new grants we are going to submit next week: Prevention-Mentoring, Housing Assistance (with Housing Authority) and another with victim trafficking program. Andy let the Board know we applied for all of these programs but it is not a guarantee that we can get the funding, but we have tried all of the opportunities. Our agency is being funded by most grants, but we just have to adjust sometimes. We lost the Target Assistance grant. It was very difficult. We have to be aware of all of these nuances and try to deal with them and try to anticipate as much as we can. Medicaid cuts, the law passing last Sept and the legislature just decided last Feb and cut these funds already in July.

- VIII. **Treasurer's Report:** Randy went over AAU's Profit & Loss Statement and Summary Balance Sheet as of February 28, 2019. Judge Kwan also reviewed and asked questions to clarify the financial positions of AAU.
- IX. **Marlene** brought up that she is trying to recruit new Board members. She has talked to a real estate lawyer who speaks Mandarin and interested in joining. He used to be the counsel for a Chinese company in Los Angeles. Marlene will invite him to join the Board. The Chair is okay with that.

Meeting Adjourned