

**Asian Association of Utah
Board of Directors Retreat Minutes
August 06, 2019 – 5:30 pm to 8:30 pm
AAU Building, Salt Lake City**

I. Attendance:

- a. Attendees: Judge Michael Kwan, Chair; Eunice Jones, First Vice Chair; Marlene F. Gonzalez, Secretary and general counsel; Heru Hendarto, Treasurer; Sulistiani Kathol, Second Vice Chair; Dot Richeda, general Board member; Shu Cheng, Executive Director; Andy Tran, Chief Program Officer; Randy Mehl, Chief Financial Officer; Yen Pham, Accountant; Peter Frost, Director of Youth & Family services; Andrea Sherman, Director of Trafficking In Persons; and Tung Tran, Director of Interpreting/Translating services;
- b. Excused: Hubert Huh, the general Board member.

II. Judge Kwan welcomed everyone to the Board Retreat.

III. Program reports: FY 2018-2019 Review and FY 2019-2020 Looking Ahead

- a. **Andy Tran** went over all of the Grants AAU applied for the FY 2019-2020 and the status of ongoing Grants.
- b. **Tung Tran** updated the Board about the Interpreting/Translation services: the funding, top five (5) contracts, top five (5) languages requested, 122 interpreters, 39 languages, average 2200 appointments monthly, totaling 3,000 hours, 84% coverage rate, and the challenges of keeping rare languages and billing rejection.
- c. **Peter Frost** presented to the Board members about the Youth and Family services including: After School and Summer School programs, Parenting programs, and Sunnyvale Neighborhood Center campus, the program staffing, the funding status and the future goals.
- d. **Peter Frost** also updated the Board members about the Social Services/Extended Case Management. AAU serves refugee, asylum, parolee, immigrants, etc. Case are served up to two years after arrival to the US. Progress assessment: employment, housing, education, training, language, health, etc.
- e. **Andrea Sherman** presented to the Board members about the Utah Trafficking in Persons services. AAU is only federally-funded program tailored to serve victims of human trafficking. AAU serves all victims of human trafficking regardless of age, gender, trafficking type or immigration status. AAU delivers the comprehensive service model through case management, outreach, education and strategic partnerships.
- f. **Andy Tran** presented to the Board members of the Substance Use Treatment, Mental Health Treatment, Domestic Violence Treatment, and Targeted Case

Management. The goal is to provide comprehensive, wraparound services for clients who may require case management/employment/housing support in addition to mental health needs, the new Federal mental health awareness programs, and the challenges.

- g. **Andy Tran** presented to the Board members about the Housing services. AAU has three housing grants funded by DWS, Salt Lake City and Utah Victim of Crime Act (VOCA). AAU serve refugees, immigrants, victims of human trafficking, both singles and families.
- h. **Andy Tran** also presented to the Board members of the English as a Second Language (ESL) programs. AAU offers English classes, computer classes and provide the job skills to refugees and immigrants at the AAU building. We are expanding the ELS program to the employees at Huntsman Cancer Institute and Spanish Trafficking Group.
- i. **Andy Tran** also updated the Board members of the Payroll Grant. Refugee take ESL classes 4 hours/day & work 4 hours/day, they are paid for the full 8 hours. Both classes and employment are housed at LDS Humanitarian Center. The goals is to smoothly transition refugees from Humanitarian Center to gainful employment and financial independence.

IV. Randall's financial reports:

- a. Randall went over AAU's Profit & Loss Statement and Summary Balance Sheet for the fiscal year ending June 30, 2019. Our financial position is showing a surplus of \$38,000 and positive cash flow of \$535,000 that AAU can access immediately available if necessary. We have \$1 million in accounts receivables. There are a few Federal grants billing quarterly so we expect some funds have not come in yet, but most of State and local grants have already been received.
- b. Randall also presented the projected AAU's revenues and estimated expenditure report for next fiscal year 2019-2020.

V. Board Members Recruitment and Nomination Committee: Judge Kwan said we need to expand the Board. We need to have different ethnic representatives on board. The reason we want them on board so we can hear from them on what their community needs so AAU can serve them better and make sure AAU's services are available to the entire community. Judge Kwan, Eunice, Sulistiani, Dot and Marlene suggested a few names that they have known from the different communities and they would invite the new members to join our next Board meeting in September 2019.

VI. Other business: The Board set a tentative meeting on September 24, 2019. We need to have an election this year, maybe in December.

Meeting adjourned.