

Asian Association of Utah
Executive Council Meeting
September 24, 2019 – 5:30 pm to 7:00 pm
AAU Building, Salt Lake City

I. Attendance:

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

II. Judge Kwan welcomed everyone to the meeting.

III. Executive Director's report:

- a. **Funding Report.** Dr. Shu went over the grants AAU was funded in August and September 2019. We got a new three year grant for a total of \$270,000 for rental assistance for human trafficking victims. The program is to start in a couple of weeks, still waiting for finalizing the Contract. We also received the funding from private foundations: Sorenson of \$50,000, American Express of \$40,000 and Comcast of \$7,500.
- b. **Dr. Shu** updated the Board about the progress of the June 25, 2019 IRS letter which stated AAU missed filing the 1094-C and 1095-C in 2017 because we had been an Applicable Large Employer in 2017. AAU has submitted the forms to the IRS early September 06, 2019. We also went ahead to file the forms for 2018 instead waiting for a notification from the IRS.
- c. **Dr. Shu** also informed the Board that AAU is being audited by all different grants and one of the finding from Utah Department of Health audit finding was very good. In fact, they classified our agency as a low risk.
- d. **Dr. Shu** let the Board know we are recruiting the new Board members. There is a good website about the Board training and orientation that Utah non-profit organization suggested for new Board members.

IV. Yen updated the Board the AAU's budget up-to-date: During August and September 2019, we received a new grant \$270,000 from Department of Justice for 3 years. But we received the reduced funding from VOCA-CARE. Besides that, we still have 3 more federal grants waiting for decisions soon. The proposed budget is almost balanced. The Board went over the budget items and suggested a small change. Judge Kwan motioned to adopt the budget for the agency. The budget is approved.

V. Andy updated the Board the program activities during August and Sept. 2019:

- a. The interpreting service revenue went up 30% compared with the same period last year. AAU still retains the contract with University of Utah this year, one of our biggest customers. We are hoping to have a new stream of revenue from providing the interpreting service for hospitals and clinics.
 - b. Agency received a few grants from private foundations and a new grant from Department of Justice. We expect to hear the final decision from other three Federal grants we applied for.
- VI. In the middle of meeting, Bruce Ronek showed up. Dot Richeda, our general Board member, recommended Bruce Ronek joining the Board meeting for new member orientation.
- VII. **Randall's reports:**
- a. Randall went over AAU's Profit & Loss Statement and Summary Balance Sheet ending August 31, 2019. Our financial position is showing a surplus of \$30,954 and positive cash flow of \$783,000 that AAU can access immediately if necessary. We have \$503,000 in accounts receivables (grants revenue, interpreting service fees). There are a few Federal grants billing quarterly so I made adjustments to reflect the revenues we did not receive ahead of time. The long term liability is mortgage. We recorded the unused vacation as liability.
- VIII. The Board went over the Minutes for Board of Directors Retreat on August 06, 2019. Judge Kwan suggested a few corrections. Judge Kwan approved the Minutes. Eunice seconded to approve the Minutes.
- IX. The Board discussed the Block 67 Construction next door, the AAU's potential liability involved. AAU will consult with an attorney before signing any documents, to make sure that the language in such document that they truly indemnify us. The owner of the lot will pay for attorney fee. Eunice will arrange a real estate attorney for Dr. Shu and Marleen to meet to go over the documents.
- X. Board Self Evaluation: The board will need to do a self- assessment. There is an evaluation form will be distributed. We haven't appointed the heads of the committees for this New Year. These are nothing changed except for TiTi.
- XI. **Other businesses:** Judge Kwan informed there is a festival in the Indian cultural center in October; other business is the Census 2020 is approaching. We are doing to get the word out to our communities that they need to be counted. Judge Kwan thought AAU would take a leading role in helping to organize all the communities, let them know the importance of the census have encountered. It's like \$1,900 per person in federal aid we don't get, if they're not counted.

Meeting adjourned.