



The Commonwealth of Massachusetts

Asian American and Pacific Islanders Commission

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Philjay Solar

Ekta Srinivasa

Tuyet Tran

Interim Executive

Director

Meena Bharath

One Ashburton Place

12th Floor

Boston, MA 02108

aapicommission.org

Agenda

Governance & Finance Subcommittee Meeting

Wednesday, July 9, 2025

3:00 – 4:00 pm

Zoom: <https://us02web.zoom.us/j/5699048155?omn=85825876626>

*Please note that this meeting will be recorded

The meeting will be held via teleconference in compliance with the Governor's Executive Order on the Open Meeting Law and COVID-19.

Attachments:

- [Chair Memo on Staffing Budget](#)
- [FY 26 budget proposal \(draft\)](#)
- [FY 26 Budget Tracking Sheet](#)
- [SD FY 26 Performance Raise Request](#)
- [Staff FY 26 Inflation Adjustment Request](#)
- [Executive Director JD for Yasmin](#) (from 2021)

Attendees: Gary Chu, Danielle Kim, Saatvik Ahluwalia

1. Call to Order

- a. Gary moves to open the meeting. Danielle seconds.
- b. Voted by roll call: Yes (Saatvik, Danielle, Gary). Approved unanimously.

2. Commissioners Check-in

3. Update on Interim ED

- a. Meena Bharath accepted Interim ED position, pending Treasury contract creation, needs to be signed
- b. Saatvik Ahluwalia discusses the need to resign from the Commission to apply for the ED role and the process of voting on proposals.
- c. Shubhecchha Dhaurali inquires about resigning from the chair position, and Saatvik clarifies that he must resign from the Commission entirely.
- d. Gary Chu and Danielle Kim agree to start the meeting, and Saatvik outlines the plan to discuss the ED role and budget during specific sections of the meeting.
- e. Saatvik updates the group on the interim ED, Meena Bharath, and the process of writing up her contract.

4. Budget Discussion

- a. Saatvik sent out some numbers regarding the FY25 budget into FY26, as well as the total number of budget
- b. Saatvik suggests the Communications person not be at Director role, but rather contracted- Contractor can also
- c. Another suggestion is to hire Event Planner Contractor for Unity Dinner instead of Communications Director



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- d. Est. \$30K is a lot of money to allocate for an executive search consultant in our tight budget (~30% of ED salary)
 - i. Perhaps instead, allocate staff and Commissioner time to jointly do the work.
 - e. Reduction on what are most relevant languages to cut down on costs
 - i. Suggestion: using some AI method to translate, and check over using actual-person
 - ii. Maybe 5-6 languages could be better cost wise
 - f. Communications responsibilities - manager level seems like OK
 - i. Social media
 - ii. Event flyers
 - iii. Tabling
 - iv. Website changes
 - v. Annual report (perhaps move into Exec Director)
 - g. Unity Dinner planning (ADD TO COMMISSION MEETING on Unity Dinner continuation)
 - 1. Not making money on this dinner, supposed to be for fundraising but not too many sponsors to cover costs. More less time intensive meeting formats that could be valuable.
 - ii. Danielle- suggests Communications & Events Coordinator/Manager but does not advocate for a Events Coordinator since they can be very, very costly.
 - 1. Social media management + newsletters
 - 2. Some graphic design background
 - 3. Confident writer for annual report process
 - h. Danielle Kim emphasizes the importance of a full-time communications role to handle various tasks, including event flyers, website updates, and toolkits for partners.
 - i. Saatvik proposes hiring a slightly more junior person for day-to-day communications management and considering hiring out for press-related tasks.
 - j. The group discusses the potential cost of hiring an event planner for the Unity dinner and considers alternative, less resource-intensive event formats.
 - k. Shubhecchha Dhaurali suggests rethinking the Unity dinner responsibilities and involving more staff and commissioners in the planning process.
- 5. Fringe Benefits and Vacation Pay**
- a. Gary Chu and Saatvik discuss the need to include fringe benefits in the budget and the importance of accurately estimating vacation pay.
 - b. Leela Ramachandran and Shubhecchha Dhaurali provide information on the current budget and the need to reallocate funds for vacation pay.
 - c. The group considers the complexity of budgeting for vacation pay and the need for frequent reallocation meetings.
 - d. Saatvik proposes reaching out to the Treasury for a more accurate estimate of fringe benefits and vacation pay to ensure the budget is accurate.
- 6. ED Role Staff Compensation (VOTE)**
- a. Proposing a \$2,500 stipend per three months of expanded responsibilities and up to \$2,500 additional for three more months



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7. Performance Raise (VOTE)

- a. Decline to propose a retroactive performance raise

8. Inflation Adjustment (VOTE)

- a. Proposing a 3.67% inflation adjustment for staff in line with State guidance

Gary Yu joins; Gary Chu and Saatvik Ahluwalia leave at 3:57 pm.

9. Executive Director discussion

- a. Not sure what the current Chair resigning to be considered for this role may mean for the Chair position for the Commission
- b. Search has previously been a committee of 6 commissioners with one chair
- c. Would like a lead for this process who is familiar with Commission but hasn't worked closely with any possible candidate
- d. Saatvik suggests exploring a more equitable approach to the recruiting process, involving both staff and commissioners in the application review.
- e. Shubhecchha Dhaurali shares her experience with the youth council application process and suggests a similar approach for the ED hiring.
- f. Gary Chu and Danielle Kim discuss the need for someone to coordinate the hiring process and the potential benefits of a more collaborative approach.
- g. Suggestion and Recommendation to be brought up at next Commission meeting regarding hiring committee and external consultant to keep things fair

Gary Yu leaves at 4:01 pm.

10. Non-Profit Bank

- a. Set up a new bank for non-profit funds and deposit funds as soon as possible.

11. Future Agenda Items Suggestions

Meeting adjourns at 4:15 pm.



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