

FAPAC DOT Chapter - General Membership Meeting Minutes

December 11, 2020

Attendees: Thanh Trang; Bingxin Yu; Bing Huang; Annabelle Flores; Anthony Chu; Julie Chang; Shyam Parhi; Hua (Bill) He, Ivan Huynh, Thi Le; Rudy Kamadinata; Ranmali Fonseka

Topics covered and related themes follow:

- FAPAC DOT Chapter's Mission:
 - To serve as a professional resource for recruiting, employment, retention and promotion of AAPI employees who work across the country at DOT (e.g. partner with DOT APAEC and FAA NAPA for May AAPI Heritage Month Cultural Observance).
 - To partner with DOT organizations across the nation to promote a welcoming, diverse, and inclusive environment that is conducive to the professional development and growth of AAPIs and employees from all backgrounds.

- Action Item: Develop Strategic Goals, Action Plan and Brochure [Bingxin Yu]
 - Bingxin Yu is leading team of four members [Phuong Calloway, Shyam Parhi, Anthony Chu and Ritesh Ghimire].
 - Brochure includes benefits of Joining FAPAC DOT Chapter.
 - Plan to present Brochure (with visual enhancements) and Strategic Plan for FY 2021 to 2022 by next General Membership Meeting in March 2021.

- Treasurer's Report [Annabelle Flores]
 - FAPAC DOT Chapter has \$500.
 - Awaiting 1/3 reimbursement.

- Committee Reports
 - Newsletter Committee [Ranmali Fonseka and Anthony Chu are POCs]
 - Recruiting for Writers/Editors and soliciting articles for inaugural issue of DOT AAPI Newsletter.
 - Forward any articles and/or photos by 12-31-20 to [Newsletter Committee](#).
 - Tony is willing to write a feature article if anyone would like to volunteer to be interviewed for about 30 minutes by Tony.

 - ERG Committee [Bill He and Anthony Chu are POCs]
 - ❖ Plan to participate in Networking and Outreach activities.

- Membership Committee [Julie Chang is POC]:
 - ❖ Two new members joined since the last General Membership Meeting – Ivan Huynh and Thi Le are new members; lot of potential for organization to grow.
 - ❖ It's recommended that members select *FAPAC DOT Chapter* under their Profiles. Send emails to Thanh Trang and Julie Chang if you have difficulty in accessing your Profiles to select *FAPAC DOT Chapter* for your membership.

- Public Relations Committee [Shyam Parhi is POC]:
 - ❖ Participated in Civil Rights presentations at DOT/FAA.
 - ❖ Awaiting presentations for dissemination to FAPAC DOT Chapter members.

- Outreach Committee [Rachel Kizito-Ramos and Anthony Chu are POCs]
 - ❖ Compiling list of local area schools that can be contacted for potential future partnerships with FAPAC DOT Chapter.

- Election Committee [Thi Le, Ivan Huynh and Annabelle Flores are POCs]
 - ❖ Call for Nominations around 1st week of June 2021; closing in July 2021.
 - ❖ Even-numbered years: nominations for President and Secretary; odd-numbered years: nominations for Vice President and Treasurer.
 - ❖ Voting in August 2021.

- Regional Representatives [Alok Jain and Hung Cao]:
 - ❖ Register to be a STEM Outreach Representative.
 - ❖ If you're interested in participating, contact Alok Jain [email: alok.jain@faa.gov] and Hung Cao [email: hung.cao@faa.gov] for more information.

- Webmaster [Thanh Trang and Thomas Tran are POCs]
 - ❖ Forward any updates to website to Thanh Trang [email: thanh.trang@faa.gov] and Thomas Tran [email: thomas.tran@usda.gov].

- ❖ **Next FAPAC DOT Chapter - General Membership Meeting in March 2021** (date TBD).