

## Meeting Minutes

April 7, 2018

Community Engagement Work Group

Present: Kirk, Shubhada, Cat and Pooja

By phone:

Unable to make it: Molly

**I. New meeting schedule proposed:**

- a. 1<sup>st</sup> Monday of the month at 5:30 @ Pooja's old office
- b. *Cat will follow up with Marion to confirm availability and attendance at some meetings*

**II. CelebrAsia plan for outreach: May 12<sup>th</sup> @ AARC from 11:00-4:00**

- a. Would like to have the booth outside→*who will follow up with Taja?*
- b. Kids activity→*Pooja will prepare/bring to event*
- c. Outreach materials→*Kirk will follow up w/Marion to bring items to event (stickers, shirts, mugs, do we have something that describes what the AAQOL does??)*
- d. Create interactive feedback board to capture the views and comments of attendees on Initiative Pillars→*Kirk will put together the board*
- e. Flyer with information for Ambassador program→*Cat will put together template and email to group/Marion for approval→Cat will email Vince to put onto QOL agenda for next meeting*
  - i. Basic outline for role of Ambassador includes:
    - 1. Join one workgroup and attend the work group meeting
    - 2. Attend two AAQOL Commission meetings a year and create bridge for community members to feel comfortable sharing during citizens communication
    - 3. Help raise awareness to the AAQOL and City Council on issues impacting the API community

**Follow up:**

- 1. Time slot availability for table coverage at CelebrAsia event
  - a. 10:30-12:00
  - b. 12:00-2:00
  - c. 2:00-4:30
- 2. Find out who else will be attending CelebrAsia from AAQOL
- 3. CEWG and Marion will review/approve Ambassador flyer, Pooja will print flyers for AAQOL Ambassador outreach at event
- 4. After CelebrAsia, continue to discuss/plan proposed Dialogue session in August/September