

This meeting was conducted via teleconference using Zoom at 7 PM EST.

In Attendance: Dennis Arjo (President), Dona Cady, Taine Duncan (Member at Large), Peter Hershock, Barbara Lass (Secretary), Matthew Ruane (Vice President), Roslyn Schoen (Member at Large), Jessica Sheetz-Nguyen, Eric Spears (Treasurer), Deb Williams (Member at Large), and Daralyn Yee

- I. The minutes for the December 2020 board meeting were approved.
- II. Under “Reports” the Program Committee (Barbara Lass, Matt Ruane, and Jessica Sheetz-Nguyen) summarized what Matt and Barbara had discussed in a Zoom meeting on January 6 regarding the awards planned for the March 2021 conference. At that time Matt indicated that the anonymous donor is agreeable to calling the award the “Founders’ Award” as long as the “founders” (Roger Ames, Betty Buck, and Peter Hershock) are acknowledged somehow. Matt and Barbara proposed an overall award winner plus a second and third place winner in one large category that included papers, presentations, and panels combined. The same criteria would be used to judge papers, presentations, and panels. The judging panel will consist of the Program Committee plus three volunteers from the remainder of the board. Judging will happen during and after the conference with awardees notified with one month of the end of the conference. The award will consist of a certificate plus a monetary award, and there will be virtual plaque on the ASDP website indicating the winners. The monetary award could be \$100 for first place and \$50 for second and third places or \$150 for first place and \$75 for second and third place; in either case funds remaining in the \$500 gift would be used for future awards. Eric could send a check to awardees, but a gift card would be an alternative.

The board discussed these ideas (above) presented by Matt and Barbara. All agreed that the award could be called the “Founders’ Award” with an appropriate way to acknowledge Roger Ames, Betty Buck, and Peter Hershock on the ASDP website or elsewhere. All agreed that papers, presentations, and panels could be combined into one category for judging and that volunteers for judging and more specific judging criteria could be decided later. All agreed with the idea of a virtual plaque, certificates, and a monetary award. The group favored the larger amounts (i.e., \$150 for first place and \$75 for second and third). Eric said it was easy to send checks, and the group decided that this would be more convenient for the winners than gift cards. The board discussed how to handle the case in which a panel won an award and would need to split the monetary award. Dona Cady and Taine Duncan suggested that it was best for Eric to divide the award amount and send separate checks to each of the members of a winning panel rather than expecting a panel to divide one check among themselves, and the group agreed. All agreed that money left after this year’s awards will be carried over for future awards; a small amount of the \$500 donation for this year’s awards will need to be spent on costs such as mailing.

- III. Under “Old Business” Matt Ruane reported on the status of submissions for the March 2021 conference. At present there are 35 presenters. Matt said that as things are now there

would not be very many (if any) concurrent sessions over two days. Jessica and Roslyn indicated that this wasn't necessarily negative as attendees would not have to choose between competing sessions. Regarding publicity, Dennis said he had become aware of the Center for East Asian and Pacific Studies at the University of Illinois-Champaign and would send publicity to them. Matt said he would reach out individually to past attendees to encourage them to attend and present at the conference. Peter expressed concern that if the 2021 virtual conference is not well attended the 2022 conference scheduled for San Diego may not be well attended. Barbara said that she thought that San Diego would be a particularly appealing location for prospective attendees. Taine suggested including information about the San Diego conference in the next flyers re: the 2021 conference.

- III. Under "New Business" Eric Spears (Treasurer) reported that the current balance is \$3653.49. \$203.01 has been donated and earmarked for the conference awards (discussed above). Eric also reported that the cost of the Google suite has gone up to \$34.83 per month. Eric and Dennis are officially associated with the account and will look into the cost. Related to financial affairs, Matt asked where he should forward the \$500 for the conference awards that is currently being held at his institution (Florida Institute of Technology). Eric said this would be determined later.

Also under "New Business" Deb Williams announced that the JSA (Japan Studies Association) asked her to publicize some upcoming free webinars to ASDP. In January JSA will sponsor "Velveeta of the Sea: Kamaboko" with Dr. Bill Tsutsui and in February a presentation on Japan in American TV with Dr. Alisa Freedman. Other webinars will follow through May 2021. Deb will send complete information to the board soon.

Finally, also under "New Business" Dennis Arjo said that several people had indicated that it was difficult for them to attend board meetings on Wednesdays this semester and that another meeting day should be selected. Matt said he would send out a poll asking board members for their preferences.

Asian Studies Development Program (ASDP)
Board Meeting Minutes
February 16, 2021

This meeting was conducted via teleconference using Zoom at 8 PM EST.

In Attendance: Dennis Arjo (President), Dona Cady, Barbara Lass (Secretary), Matthew Ruane (Vice President), Jessica Sheetz-Nguyen, Deb Williams (Member at Large), and Daralyn Yee.

- I. The minutes from the January meeting were provisionally approved, but there was not a quorum present.
- II. Under “Reports” there was no Treasurer’s report because the treasurer (Eric Spears) was not present.

Dennis Arjo reported that he had made arrangements for ASDP to have access to the Google Suite at no cost. He is completing the process for that to happen.

Daralyn Yee reported that so far there are 40 people registered for the upcoming conference and 60 people who are presenting. She is not sure how many people are currently registered for the compass workshop and will report on that to Dennis and Matt. Dennis said he would reach out via email and encourage presenters to register.

Dennis said that the keynote speaker (Ian Johnson) will submit his Power Point presentation to JCCC (Johnson County Community College) for captioning. After a brief discussion it was decided that Dennis will welcome people to the presentation and that Peter Hershock will introduce Ian Johnson. Staff at JCCC will monitor the Zoom presentation.

- III. Under “Old Business” Matt Ruane said the conference program is nearing completion. Matt will assign board members as session chairs and add this to the program. A final draft of the program will be emailed to presenters around February 20 so the presenters can check the accuracy of their title, name, and affiliation. Functioning Zoom links for the sessions will be on the final program. Matt will try to add graphics/art to the final program, perhaps an image of the Chinese clock tower at his institution (Florida Institute of Technology). Dona Cady will send a template from past programs to Matt.

Also under “Old Business” the board discussed the awards for conference presentations. The group agreed that those selected for an award will be notified by April 1 and that board members are not eligible for an award. The selection panel will consist of the Program Committee (Barbara Lass, Matt Ruane, and Jessica Sheetz-Nguyen) plus two other board members to be decided later. Matt will make sure that recordings of the presentations are available for the panel to review.

- IV. Under “New Business” Dennis has written a draft of a Zoom guide for conference presenters that will be part of the final program. He may add screen shots from Zoom. Jessica asked when the general business meeting and when the board meeting would take place at the

conference. Matt said the general meeting is scheduled for Friday, March 5 6-7 PM EST and the board meeting will be Tuesday, March 2 at 5 PM EST.

This meeting was conducted via teleconference using Zoom at 8 PM EST.

In Attendance: Dennis Arjo (President), Betty Buck, Dona Cady, Taine Duncan (Member at Large), Peter Hershock, Barbara Lass (Secretary), Matthew Ruane (Vice President), Roslyn Schoen (Member at Large), Jessica Sheetz-Nguyen, Eric Spears (Treasurer), Deb Williams (Member at Large), and Daralyn Yee

- I. The minutes from the February meeting were approved.
- II. Conference Details

Dennis reported that he has constructed a landing page for the conference using Word Press. The consensus was that it looked good. Dennis will send access information for it when he sends out the final program. Matt said he would like to see a link to the ASDP web page on the landing page.

Peter asked how many authors had submitted information about books for the books section on the landing page; there are three. Peter expressed concern that if there are only three books this might make it appear that ASDP members are not productive in terms of publications. Dennis said he would delete the books section for now but will solicit more book information from members at or after the conference. Taine suggested that books could be featured later in an “authors’ page” on the ASDP web site.

Dennis Arjo and Deb Williams volunteered to be judges for the presentation awards along with Barbara Lass, Matt Ruane, and Jessica Sheetz-Nguyen (Program Committee). This group will meet after the conference to discuss the judging criteria and deadlines. Matt will make recordings of the presentations available to this group.

Dennis reported that there are currently 120 people registered for the keynote address (Ian Johnson) on March 4. Peter will introduce the speaker. Ian Johnson will speak for about 45 minutes and then answer questions. Eric Spears asked whether the recording of the keynote address could be viewed later after the conference. Dennis said he would find out at JCCC.

Daralyn Yee reported that she is going to close conference registration on March 3. There are currently 63 people registered. Daralyn will let Dennis know if there are presenters who are not registered. Taine said she would help out with comparing the registration list to the presentation list.

Matt indicated that Eric, Taine, and Daralyn have offered to be Zoom hosts for the conference sessions that Matt cannot host.

- III. Other Business

Matt said that there was one board position up for election this year which is Taine Duncan’s member at large position. Peter suggested that we postpone the election for now

given the disruption of the pandemic year and that Taine simply remain in her position for one more year. Taine said she would be happy to stay. This issue will be covered in the business meeting on March 5.

Barbara Lass indicated that she has been delayed in finishing the minutes from February 16, but she will get caught up with all minutes after the conference.

Asian Studies Development Program (ASDP)
General/Business Meeting
March 5, 2021

In Attendance: Sarah Apton, Dennis Arjo (President), Fay Beauchamp, Eve Blobaum, Betty Buck, Dona Cady, Jeffrey Dippman, Taine Duncan (Member at Large), Sylvia Gray, Peter Hershock, Barbara Lass (Secretary), Linda Lindsey, Matthew Marone, Christina Monroe, B Phillips, Paige Rogers, Roslyn Schoen (Member at Large), Jessica Sheetz-Nguyen, Eric Spears (Treasurer), Deb Williams (Member at Large), and Daralyn Yee

- I. Dennis Arjo thanked Peter Hershock and Daralyn Yee, the ASDP board, the Program Committee, the conference Zoom hosts, the conference participants, and the entire ASDP Alumni Chapter for a successful conference so far.
- II. Dennis announced that an anonymous donor had made possible three awards (first place \$150 and second and third place \$75 each) for presentations at this year's conference. The awards will be called the "Founders' Award" in honor of Roger Ames, Betty Buck, and Peter Hershock. Judging and notification by a committee of ASDP board members will take place soon after the conference. The awardees will be recognized on the ASDP web page.
- III. Dennis announced that the 2022 ASDP conference is scheduled for San Diego. Peter clarified that the conference originally scheduled there for 2021 has been successfully postponed until 2022 and that an agreement about costs was reached with the hotel in San Diego. Barbara Lass encouraged everyone to attend in San Diego; the hotel is centrally located and field trips to the Japanese garden and art museum in Balboa Park are planned.
- IV. Eric Spears mentioned that it is easy to donate to ASDP on the web page now, and reminded people to please pay their membership dues there as well through Pay Pal or a check to Eric. Jessica Sheetz-Nguyen thanked Eric for improving the ASDP web page and encouraged everyone to check it out.
- V. Peter introduced Christina Monroe of the East West Center (EWC) Alumni Chapter. She addressed the group briefly, indicating that the ASDP Alumni Chapter is a valuable and productive organization. She said that there is a position open on the Executive Board of the EWC Alumni Chapter and that there may be funding for various projects available through that organization.
- VI. Dennis indicated that Taine Duncan's term as Member at Large is expiring and an election for that position should take place. However, at the board meeting on March 2 Peter suggested that the election be postponed for one year given the disruptions of the past pandemic year. Taine indicated on March 2 that she would be willing to stay on for an additional year. Dennis proposed that the election be postponed for one year with Taine staying in her position, there were no objections, and the postponement was passed by general acclamation.
- VII. Eric Spears (Treasurer) reported that there is currently a balance of \$3,565.49 in the ASDP Alumni Chapter account. There has been little activity lately. Fay Beauchamp inquired about expenses this year. Peter said the virtual conference had few expenses, but some money has

already been lost on the costs of the San Diego conference and the money brought in by this year's virtual conference will be helpful.

- VIII. Peter said that there were funds available (not spent this year) that should be used before September 30. One idea for using the funds is to have honoraria for ASDP members who give virtual presentations.

Asian Studies Development Program (ASDP)
Board Meeting Minutes
March 16, 2021

This meeting was conducted via teleconference using Zoom at 8PM EST.

In Attendance: Dennis Arjo (President), Dona Cady, Taine Duncan (Member at Large), Peter Hershock, Barbara Lass (Secretary), Matthew Ruane (Vice President), Roslyn Schoen (Member at Large), Jessica Sheetz-Nguyen, Eric Spears (Treasurer), Deb Williams (Member at Large), Daralyn Yee

1. The minutes for February 16 (board meeting), March 2 (board meeting), and March 5 (general membership meeting) were approved.
2. The board discussed the recently completed annual conference (March 4-6). The consensus was that the conference had gone well with only a few technical or other problems, and no complaints were received. Dona Cady commented that the quality of the presentations was high, and Barbara noted that Zoom attendance and participation seemed good although Peter commented that it was a relatively small core of people who attended the panels and that some people had a low level of participation. Matt Ruane reported that attendance was not high with 65 people registered and an average of 30 attendees per session (not *panel*). For individual panels attendance ranged from 32 to 3. Attendance for the keynote address (Ian Johnson) was good, but there is no exact count available now.
3. The group moved on to discuss the 2022 conference scheduled for San Diego. Peter said it was necessary to get good attendance for San Diego, and that approximately 100 attendees were needed to make the conference fiscally feasible in terms of the hotel contract. Peter suggested that for future conferences after San Diego that there be no hotel contract; the conference could be hosted at a local college with attendees arranging their own lodging. Barbara asked whether attendance could be increased by live streaming the panels along with face to face attendance. Peter said this would cost \$300-400 per day for a basic camera. Roslyn and Matt pointed out that audio is always an issue with simultaneous live and streamed presentations. Others pointed out that streaming could reduce face to face participation.

Peter said that ASDP could buy out of the San Diego hotel contract in July for \$15,000. However, this makes financial sense only if less than 65 people stay at the conference hotel for the conference, and the decision to cancel the conference would have to be made soon. Dona asked how much money has been added to the ASDP account from the recent virtual conference, and Daralyn reported that it was \$10,125. Peter said ASDP had lost \$4500 from the 2020 conference in Atlanta because of a failure to fill the hotel rooms. The group discussed ways to increase attendance in San Diego (including hotel rooms). Barbara pointed out that San Diego is an attractive, family friendly location with good weather which should help. Jessica said lack of travel money at institutions was a problem. Matt said new members were needed. Peter said it was difficult to recruit from ASDP workshops right now because only one workshop was held this year. Matt wondered whether the disbanding of ARCAS had contributed to less attendance at the ASDP conference, and Peter thought that it had not. Consensus was that planning for San Diego would go ahead, but effort in publicizing the conference and filling hotel rooms is needed.

Matt Ruane suggested that the schedule of events in San Diego could be modified from years past. For example, presentations could be scheduled for Th, F, and Saturday. Roslyn suggested that field trips could be in the middle, perhaps on Friday morning. Peter suggested that presentations could start at 1 PM on Thursday with field trips on Friday morning and Matt Marone's hands-on activity in the early AM on one of the three days.

4. In final details regarding the 2021 conference Matt said he would send the link to the videos of the presentations to Deb, Jessica, Barbara, and Dennis for judging for the awards. Dennis said he would work on posting Ian Johnson's presentation online, but it might need some editing.
5. Dennis reported that there is money available from the East West Center Alumni Chapter, and he plans to submit an application/proposal for funds very soon. Dennis solicited suggestions from the board for possible uses of funding. Matt Ruane suggested that funds could be spent on recruiting via an improved website, a video on the website, and a mailed flyer. Taine suggested that funds could be used to sponsor relevant travel for ASDP members. Barbara suggested that small grants could be made to people who develop OER on Asia that could be shared on the ASDP website and that presenting their work at the ASDP conference could be a "condition" of the grant. Peter pointed out that keeping educational materials up to date on a website can be challenging.

ASDP Board Notes
April 13, 2021, Zoom

In Attendance: Dennis Arjo (President), Dona Cady, Peter Hershock, Barbara Lass (Secretary), Matthew Ruane (Vice President), Betty Buck, Deb Williams (Member at Large), Daralyn Yee [no quorum]

1. Dona Cady said that she thought it is too late to organize a joint 2022 San Diego conference with HERA as Jessica Sheetz-Nguyen had suggested previously in email communication. Barbara and Betty suggested checking with Jessica to see if cooperation was still possible. Dona will contact Jessica about this.
2. The group discussed what a cooperative/joint conference could look like. Would the two groups split hotel rooms, food and beverage, and conference facilities 50/50? Matt Ruane asked whether there would be shared events, and if so, which ones (e.g., luncheons)? The group discussed options including separate panels but shared luncheons, a joint reception, and/or a separate registration charge for meals when people from either group register. Dona wondered whether there was enough conference space for two conferences; Peter said he thought there probably was. However, Betty, was the only one in the group who had actually seen the hotel, and she said it was not huge, and there was not unlimited conference space. Peter pointed out that the contract with the hotel in San Diego was made with the East West Center, and there could be complications with adding another group to the arrangements at this point. Clearly, HERA would need to have the same conference dates as those already scheduled for ASDP. Deb Williams said that for liability purposes ASDP should disclose to the hotel that another group would be joining the conference. The group decided that the next steps toward a shared conference would be finding out whether HERA is still interested, if so, getting a proposal to Peter, and then having Dennis and Peter work out the details of the arrangement. Matt wondered whether redoing the arrangements at this point was just too much work.
3. Peter said that if a joint conference did not occur we would have to try very hard to fill the hotel rooms. Matt said he would send individual emails encouraging people to attend the conference. Dennis said he would contact past attendees. The group set end of April/early May as a deadline for coming up with a conference theme and getting a flyer and publicity materials ready. Matt asked whether we would have two speakers and two luncheons as usual. In lieu of two lunches we could have one lunch and one dinner, with a speaker for lunch and something else for dinner. Matt said we could try to expand the areas covered by the conference to business, political science, and so on; Barbara and Deb said more science could be added.

This meeting was conducted via teleconference using Zoom at 7 PM EST.

In Attendance: Dennis Arjo (President), Dona Cady, Taine Duncan (Member at Large), Barbara Lass (Secretary), Matt Ruane (Vice President), Daralyn Yee.

1. Under "Reports" there was no Treasurer's report because the Treasurer (Eric Spears) was absent. Dennis Arjo reported that he had verified the ASDP Alumni Chapter's nonprofit status so that the group could receive the Google suite free of charge. Dennis also reported that he made an ASDP Alumni Chapter You Tube channel on which Ian Johnson's 2021 keynote address can be placed along with future addresses.
2. Under "Old Business" the group first discussed the flyer and call for papers for the March 2022 San Diego conference which have been initially sent out and will continue to be updated.

Next the board discussed recruiting attendees for the conference. Matt Ruane said he would contact past presenters (back to 2018) to encourage them to participate. Dennis said he would prepare a President's welcome letter and get that to Matt and Daralyn. Taine suggested that a video about San Diego could part of the publicity materials. Barbara said that she, Betty Buck, and Annie Pirruccello in San Diego would start organizing the conference field trips so information about those can be included in the publicity. Taine suggested contacting people who have attended "infusing institutes" at the EWC in the past and encouraging them to present pedagogical materials.

Dennis said that the alumni chapter has received \$2500 in funds from the EWC alumni organization. The funds need to be spent on outreach activities that reach at least 10% of active members. Dona suggested the funds could be spent on webinars, and Taine suggested virtual events focused on discussion of books and/or films. Dona suggested some of the funds could be spent on the 2022 conference. The group agreed that it was important to document its upcoming activities.

The group agreed that a keynote speaker(s) for the 2022 conference should be selected soon. Dennis recently sent a list of possible speakers (Susan Shirk, Grace Cheng, Yi Sun, Bahar Davary, Anh Hua, and Ram Ramanathan) to the board members. It was agreed that the board members would research the candidates and send their top three choices to the other board members within the next week.

3. Under "New Business" the board discussed the location for the 2023 conference. Louisville has been proposed because grant money is available to fund the conference if it is held there. Dona and others were concerned that several recent conferences have been in the Southeast already. Matt wondered if the conference could be held in Louisville in 2024 instead. Other possible locations include Philadelphia, Chicago, and Kansas City.

This meeting was conducted via teleconference using Zoom at 7 PM EST.

In Attendance: Dennis Arjo (President), Betty Buck, Dona Cady, Peter Hershock, Barbara Lass (Secretary), Matthew Ruane (Vice President), Roslyn Schoen (Member at Large), Eric Spears (Treasurer), Deb Williams (Member at Large), Daralyn Yee.

1. Under "Reports" Dennis Arjo reported that he had completed the annual form required for the 2021 State of Hawaii "business report". Eric Spears reported that the ASDP chapter was still being charged for use of the Google suite despite Dennis arranging for free access based on ASDP's nonprofit status; Dennis said he would check into this. Matt Ruane said that he had sent 150 emails to past participants in the annual ASDP conference extending back to 2017; he has received some responses and will provide email addresses that appear to be outdated to Daralyn. Dennis reported that he had looked for suitable San Diego videos online but so far had not found anything completely appropriate; he asked others to look as well.
2. Under "Old Business" the group discussed the keynote speaker(s) for the March 2022 San Diego conference. Peter reported that Yi Sun was not available. Sun Young Park of Los Angeles is a possibility, and Peter will contact her. The group discussed whether virtual speakers were acceptable, but did not arrive at a final conclusion on that matter. The group did decide that there would be two speakers at the two luncheons as usual. Dennis asked the group to suggest more possibilities within the next week or so.

Dennis reported that the 2023 conference is still being organized for Louisville. Dennis will find out what funds and college facilities are available there. Peter suggested that perhaps in Louisville and in the future the nature of the contract with the hotel could be different so that ASDP was not obligated to fill a block of rooms. The group also discussed the option of hosting the conference on a campus and not in a hotel at all while attendees found their own lodging. Peter pointed out that any hotel negotiations need to be completed about a year ahead of time.

3. Under "New Business" Barbara Lass and Betty Buck reported on the status of the excursions for the 2022 conference in San Diego. The two destinations, San Diego Museum of Art and Japanese Friendship Garden, are both located in Balboa Park. Currently, the plan is to have an organized tour of some kind at the art museum focusing on the Asian collection and then let people visit the garden afterward if they want to. The group decided it was not necessary to hire a bus and participants can get themselves to and from Balboa Park although organizing a group to take the trolley/train together is a possibility. Barbara and Betty will inquire about a group rate or rates. Individual admission to the museum is \$20 for an adult (\$15 for seniors and \$8.50 for students) and for the garden it is \$12 for an adult, \$10 senior and student. The excursion will need to be limited to about 25 people who, as usual, will register ahead of time and pay an additional fee. For an organized tour of the museum Barbara and Betty suggested that a tour led by someone like Stanley Murashige would be preferable to a docent-led tour. Dennis said he would contact Stanley (who is in southern California) about this.

Also, Matt Ruane reported that Matt Marone would like to offer a hands-on workshop again but not be last on the program on Saturday afternoon. He also said that Matt Marone would like to organize an excursion to the San Diego Safari Park at some point during the conference. The group decided to schedule the Balboa Park excursion for Thursday afternoon at 1 PM and not schedule a formal excursion for the Safari Park; instead, Matt Marone will simply choose a time to go to the Safari Park and then invite others to go with him.

Asian Studies Development Program (ASDP)
Board Meeting Minutes
August 10, 2021

This meeting was conducted via teleconference using Zoom at 7 PM EST.

In Attendance: Dennis Arjo (President), Taine Duncan (Member at Large), Peter Hershock, Barbara Lass (Secretary), Matthew Ruane (Vice President), Roslyn Schoen (Member at Large), Deb Williams (Member at Large), Daralyn Yee

1. The July 2021 minutes were approved.
2. Under “Reports” there was no Treasurer’s report because the Treasurer (Eric Spears) was absent. There were no other reports.
3. Under “Old Business” the group first discussed keynote speakers for the March 2022 conference. Peter reported that he had not heard from Sun Young Park. So far no speakers have been confirmed. Barbara suggested that the group look at the faculty at UC-Berkeley and UCLA, Dennis suggested that we could think again about inviting Bahar Davary, and Peter pointed out that the ideal speaker would focus on the environmental theme of the conference. The group decided to brainstorm new ideas during the next week and share them via email.

Regarding promotion of the conference, Daralyn reported that flyers have been sent via email, but many people have not returned to Fall classes yet, and sometimes individuals do not receive email from ASDP because it is screened out by various spam filters. The group discussed alternative ways of reaching people including the ASDP Facebook page. Daralyn reported that ASDP has two Facebook pages – a public one and a private one limited to a select group – but neither are well maintained or updated. Barbara said that sometimes it was worthwhile to reach out with individual emails to department or program heads to ask them to spread the word about conferences. Barbara said she would do this in California, and Dennis said he would do some of the same. Roslyn suggested that faculty at the UCLA Environment and Sustainability Institute could be contacted.

For the conference field trip(s), Barbara reported that she and Betty Buck had not yet inquired about group rates at the Japanese Garden in San Diego or at the San Diego Art Museum, but Barbara would pursue this soon.

4. Under “New Business” Peter reported on the ASDP Alumni Lecture Series. Some lectures have been recorded, but there is a problem making them available online because reorganization at the East West Center has slowed the process of getting the lectures posted, and it may take 6 months for the videos to be available. Daralyn suggested that they could be sent to members via Drop Box and Zoom. Taine suggested that the videos could be placed directly on You Tube and/or with links on the ASDP website. Dennis suggested that wherever the videos are posted they could be attributed to the “ASDP Alumni Chapter” rather than the “East West Center”.

Taine, now a member of the East West Center Alumni Board, reported that the board recently discussed issues of diversity within the East West Center and also the effects of COVID on the center’s programs.

This meeting was conducted via teleconference using Zoom at 7 PM EST.

In Attendance: Dennis Arjo (President), Dona Cady, Taine Duncan (Member at Large), Peter Hershock, Barbara Lass (Secretary), Matt Ruane (Vice President), Roslyn Schoen (Member at Large), Deb Williams (Member at Large), Daralyn Yee

1. The August 2021 minutes were approved.
2. Under "Reports" Dennis said that Eric Spears (Treasurer) was going to be late or absent for the meeting, but Eric had sent an email saying that there were no significant updates except for continuing problems with the Google suite. Dennis said that apparently there are two ASDP accounts for this now, one recently "reestablished" by Dennis and a previous one, and he will try to get this straightened out.
3. Under "Old Business" the group discussed keynote speakers for the March 2022 conference in San Diego. Sun Young Park is confirmed as one of the speakers. Peter suggested that in light of possible financial limitations that there be only one keynote speaker, and the group concurred. Dona Cady suggested that an "in house" speaker could speak at one of the lunches and alternatively that the business meeting be held at one of the lunches. The group seemed to support the idea of having a lunch business meeting; it would increase interest and attendance for the business meeting.
4. Regarding the San Diego conference, Barbara asked what the ramifications of canceling would be if COVID continues to be a problem deterring people from traveling and attending conferences. Daralyn consulted the hotel contract and reported that ASDP would pay \$30,000 if we canceled now. Taine asked whether it was possible to have appropriate technology at the conference so that presenters could participate remotely if they chose, but Peter said there was no money for getting that technology provided at the conference. Barbara, Dona, and Taine wondered if it was possible for ASDP to provide some kind of back-up technology such as Zoom on personal computers. Matt Ruane said he would look into getting a business version of Zoom for ASDP; Deb and Dennis said they could help with Zoom from their home institution as well. The group agreed that this "back-up plan" is being discussed simply to prepare for all eventualities, and it will not be publicized at this time.
5. The board discussed how it was important to publicize the conference. Matt said he would reach out specifically to southern California institutions. Dona said that promoting San Diego as an attractive location will help, and Barbara suggested that publicity also point out the relative safety of California in terms of COVID (in terms of circulating virus, vaccination rates, and restrictions such as indoor masking). ASDP could assure that there will be distancing and hand sanitizer at the conference as well.
6. The last item on the agenda under "New Business" was the meeting time/day for upcoming board meetings. The group decided that Wednesdays at 7 PM EST will work for everyone except Eric who will be spending some time in Oxford. The next meeting is scheduled for October 6.

Asian Studies Development Program (ASDP)
Board Meeting Minutes
October 6, 2021

In Attendance: Dennis Arjo (President), Taine Duncan (Member at Large), Peter Hershock, Barbara Lass (Secretary), Matt Ruane (Vice President), Deb Williams (Member at Large), Daralyn Yee

1. The September minutes were approved.
2. Under "Reports", Dennis Arjo said that things have been worked out so that the ASDP Google workspace is now free of charge. Taine said that the ASDP You Tube channel could be linked to the Google space.
3. A. Under "Old Business", the group first discussed March 2022 conference plans. There have been 7 submissions so far. Dennis will continue sending emails to southern California schools to publicize the conference and solicit submissions.

Barbara reported on the status of the March 2022 field trip to the Japanese Friendship Garden in San Diego; the garden can provide 2 10 person docent led tours at 1 PM and 2 PM on Thursday, March 3 at a cost of \$11 for general admission and \$9 for 65+, military, and students with ID. The group decided to go ahead with this, and Barbara said she would make the arrangements and find out how/when the garden wanted to receive payment. Barbara also said she would check into a reduced admission rate at the nearby San Diego Museum of Art so that conference attendees could visit the museum before/after their garden tour.

B. Next the group discussed the chapter development funds from the larger ASDP alumni organization. Dennis reported that he had received a personal check for \$1250 which is half of the total amount of \$2500. These funds will support an online repository of teaching materials about Asia. If anyone has relevant materials they should contact Dennis. Peter suggested that perhaps the regional centers could reach out to ASDP alumni and encourage them to submit materials. Peter also said that, regarding the repository, a previous version of this containing syllabi, etc. was maintained for a while by Kapiolani Community College, but it was difficult to keep it updated.

C. The board also discussed the 2023 conference, tentatively scheduled for Louisville. Peter said a decision re: a hotel needs to be made by February so that a contract can be signed so information on various hotels in the area needs to be gathered. Dennis reported that the University of Louisville is apparently not prepared to actually host any of the conference on campus although he said he would check into this further. Peter suggested that a very basic contract in which ASDP paid for meeting space but did not commit to filling a minimum number of hotel rooms might be the way to go.

4. A. Under "New Business", Dennis inquired about the format of the conference and program. Matt and Barbara who are doing the program said they would be in contact with each other about this. Matt said there was a template from previous programs that can be used.

B. Also, Peter reported that he had been contacted by a labor union representative regarding the Hilton Hotels. Specifically, the current Hilton policy is that rooms are not cleaned daily

unless requested by the guest, and this could lead to layoffs at the hotels. In light of this, the group discussed whether we should ask for a reduced room rate at the Hilton Gaslamp in San Diego. Peter said he will reach out to Hilton about this.

Asian Studies Development Program (ASDP)
Board Meeting Minutes
November 3, 2021

In Attendance: Dennis Arjo (President), Betty Buck, Taine Duncan (Member at Large), Peter Hershock, Barbara Lass (Secretary), Roslyn Schoen (Member at Large), Matt Ruane (Vice President), Deb Williams (Member at Large), Daralyn Yee

1. The October 2021 minutes were approved.
2. Under "Reports" Eric Spears was unable to attend the meeting, but before the meeting he sent a treasurer's report via email. He reported that the current balance in the Alumni Chapter account is \$4757.59. He recently received \$1250 from Dennis Arjo (half of the grant from the EWC Alumni Organization) which will be deposited.
3. Under "Old Business" the board discussed various aspects of the 2022 San Diego conference.
4. Dennis reported that there are currently 18 proposals which is more than the number of proposals at this time last year but less than the 25 proposals received by this time for the Atlanta conference in 2020.

The conference flyer will be resent before the current submission deadline of November 15, and the submission deadline will be extended to December 15. Several board members said that they still need to submit their own proposals.

Barbara reported that the Japanese Friendship Garden field trip in Balboa Park in San Diego is confirmed for two 10 person guided tours for 1 PM and 2 PM on March 3. Even though the cost of the tour varies somewhat depending on each attendee's status (e.g., senior citizen) the board decided that each participant will simply pay \$12 per person in advance on the ASDP conference website, and the total amount will be paid to the garden. The garden does not need final payment until a few days before the trip and can handle that via credit card over the phone. Participants will handle their own transportation to and from Balboa Park. Barbara also reported that conference attendees can visit the nearby San Diego Museum of Art for a reduced admission fee (\$3 less) from March 3-5. The museum has requested an image of the conference name tag/badge for the admissions staff ahead of time. Daralyn asked that Barbara send her the relevant information regarding the field trip and the art museum for the conference website. Daralyn said she would provide an image of the name tag to Barbara soon.

Peter indicated that he had received no response to his request to the Hilton Gaslamp in San Diego re: a reduced room rate in light of the fact that rooms are not cleaned unless requested by the guest. Additional information on this issue is covered in the October 2021 minutes.

5. Under "New Business" Peter and Daralyn proposed that the board make a video to publicize the conference. Dennis asked how the video would be recorded. Daralyn initially suggested that each board member record a brief statement on their cell phones, but Deb Williams suggested that the recording could be done using Zoom. Peter pointed out that an advantage of using Zoom would be that everyone would have the same background (i.e., the EWC background). Taine suggested that the final video could include not only statements from board members but

also scenes from San Diego interspersed between the speakers. Daralyn said she would send all of the board members the EWC background along with a Zoom link for recording a message. Taine and Roslyn said they would send San Diego photos that they have to Daralyn.

The board also discussed the next board election cycle. Taine's term is ending, but she will continue to attend the board meetings to report in her role as representative to the larger EWC Alumni Organization. Jinhua Li has indicated to Dennis that she would like to join the board so she can run for Taine's seat in Spring 2022; she has also indicated that she would like to help with the 2022 conference so Matt and Barbara will communicate with her about that. Matt Ruane will move into the President's position in May 2022.

