

Asian Studies Development Program (ASDP) Alumni Chapter
Board Meeting Minutes
January 11, 2022

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

1. The November 2021 minutes were approved.
2. Under "Reports", the Treasurer, Eric Spears, reported that the Alumni Chapter account has a current balance of \$4709.59. Dennis Arjo has sent Eric an additional \$1250 from the remainder of the EWC grant. Dennis and Eric reported that the IRS apparently did not receive the tax exempt status forms that were mailed to them in May 2021, but these forms were resent, and now the tax exempt status seems to be in order. Betty Buck asked whether this status means that donations to the ASDP Alumni Chapter are tax exempt, and Eric and Dennis said yes.
3. Regarding the March 2022 conference, Dennis reported that so far 55 proposals for papers or panels have been received adding up to a total of 73 people, but 3 people have dropped out leaving the total at 70. Ten of the participants are overseas (Taiwan and Japan) so will not be attending the conference in person in San Diego and will be participating remotely instead. Daralyn said that so far 54 people have registered for the conference, and \$13,000 has been collected. There are some presenters who have not registered yet. Dennis said that a few people have requested to present remotely. After discussion, the board decided that remote participation should be limited only to people who are overseas. Peter said approximately 40 more people were needed to register for the conference in order to avoid owing money on the contract with the Hilton. The board discussed ways to make up for a possible budget shortfall including donations from ASDP members.
4. The board discussed further promoting the conference to encourage additional registration and participation. Matt Ruane and Dennis Arjo said they have sent letters to past participants from 2019 and 2020 but will reach out to those groups again. Barbara Lass said she was in the process of making arrangements with Fay Beauchamp of the Japan Studies Association (JSA) to send another conference announcement to all of the participants in the recent JSA virtual conference. Dennis said he had already sent information to institutions in southern California such as UC-San Diego; Eric said he would contact those institutions again and perhaps target the graduate coordinators if they can be identified. Dona said that Jessica Sheetz-Nguyen has a good list of graduate programs that has been used in the past. Taine said she would look into publicity to the wider EWC Alumni Chapter. Dennis said he would send a list of participants so far to the board members so that they will know who is already participating (i.e., do not need to be recruited).
5. Matt Ruane said he would do a rough conference schedule within the next few days. The group decided that the board meeting at the conference will be at the usual time on Thursday morning. Matt suggested that the final program be a PDF available online. Barbara suggested that a few paper copies be available at the conference, and Eric said he could bring some printed at his institution. Eric also suggested that the schedule be posted on form board at the check in desk.

Barbara asked what the status of the March 3 museum tour with Stanley Murashige is, and Dennis said he would contact Stanley. Roslyn asked whether the submission deadline for the conference was going to be extended. The board decided to extend the deadline to February 14, but this is a hard deadline because time is needed to finalize the program.

Asian Studies Development Program (ASDP) Alumni Chapter
Board Meeting Minutes
March 22, 2022

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

1. Under "Reports" there was no Treasurer's Report because Eric Spears (Treasurer) was not able to attend the meeting. Dennis reported that there were new dues collected at the conference in San Diego.
2. Under "Old Business" the board discussed the March 3-5, 2022 conference in San Diego. Matt Ruane reported that Matt Marone's conference workshop was recorded and has been posted on Facebook and the ASDP You Tube channel. Taine commented that student participation in the conference was good, and Barbara commented that the overall program was good with a mix of new and previous participants. Taine reported that the remote (from Taiwan) presentation was fine with good participation and only a few technical problems. Roslyn commented that the overall energy of the face to face conference was excellent, Dennis said the reception was successful, and Barbara commented that in the future the field trips should have a backup plan in case of emergency.

Peter reported that after the San Diego conference ASDP came up \$2500 short on the food and beverage minimum and owed approximately \$8000 for unused hotel rooms. Peter said he may check with attorneys at the EWC to see whether ASDP is required to pay taxes on the unused rooms. Peter said he had contacted the manager at the Gaslamp Hilton, pointing out some problems with the hotel (e.g., the restaurant was closed except for limited breakfast hours). He said the manager offered to "roll the owed money over" if ASDP holds the conference at the Gaslamp Hilton again in 2023. How long that offer holds is not known (e.g., 2024?), but Peter will try to find out.

The board agreed that it would be preferable not to have back to back conferences in San Diego and discussed various venues for the 2023 conference which included an online conference, a hybrid (part online/part face to face) conference, a conference hosted by an institution without a central hotel, a central hotel with a minimal contract, and a hotel with the usual contract. The group discussed potential locations including Louisville (where there would be some institutional support), Washington, DC, and Kansas City (with assistance from JCCC). The board voted to hold the conference in person in Kansas City, and Dennis said he would start looking into local hotels and what JCCC could do.

3. Under "New Business" Peter reported that ASDP could apply for a Title VI grant, 2-3 years in duration with a focus on Korea or Japan; the deadline is the end of May. He asked whether board members' respective colleges would be interested in participating, and all said yes.

Dennis and Matt introduced the topic of the upcoming board elections. The election needs to take place by May 1. So far there is one candidate for Vice President and two for Member at Large. Taine will remain on the board as a non-voting representative from the EWC Alumni Chapter. Matt will check to see whether a special election for Treasurer will be needed if Eric

Spears is elected Vice President. Taine suggested that in the future the position of "web master" could be added to the board.

Asian Studies Development Program (ASDP)
Board Meeting Minutes
April 26, 2022

In Attendance: Dennis Arjo (President), Barbara Lass (Secretary), Matthew Ruane (Vice President), Roslyn Schoen (Member at Large), Eric Spears (Treasurer), Deb Williams (Member at Large)

1. The March 2022 minutes were approved.
2. Dennis Arjo provided an update on possible hotels/venues for the 2023 conference in Kansas City. He said he was waiting for a proposal from the Intercontinental Hotel based on San Diego attendance numbers. That hotel says that 4-6 months before the conference they can redo the costs if needed because of lower than expected attendance at that time. Dennis is going to check into getting proposals from the Embassy Suites and possibly the Sheraton as well, and he will send the board members any proposals that he receives. He said that a financially safer option would be to have JCCC host the conference with catering and to have attendees find their own hotels, but transportation to and from hotels and the campus could be a problem.
3. Matt Ruane suggested that the board create a theme and title for the 2023 conference soon so that publicity for the conference can begin. After discussion the group agreed that in light of recent conflicts in Ukraine and elsewhere plus global supply chain issues a theme involving security, scarcity, and sustainability would be appropriate with a title relating these ideas to Asia.
4. Regarding the upcoming board elections, Dennis said that there had been no recent nominations. Two people are running for Taine Duncan's member at large position, but Treasurer Eric Spears is running unopposed for Vice President so assuming that Eric is elected to that position someone currently on the board will be appointed to fill the Treasurer's position, and then there will actually be two at large positions for both of the at large candidates to fill. Dennis will talk to Matt soon about quarterly reports which are part of the President's responsibilities. Roslyn shared a sample survey/ballot which Matt and Roslyn will work on together after May 1. Matt pointed out that the ballot should allow for write in candidates.

In related business, Matt pointed out that the governing document needs some updates which he will work on. A vote on those updates can take place at any time. Matt also suggested a kind of manual that provides official job descriptions for the various board positions. He will try to have this ready for the May board meeting. Dennis and Roslyn volunteered to organize the program for the 2023 conference.

5. Dennis mentioned a problem with the chapter development funds received earlier this year from the larger EWC Alumni group. Specifically, those funds were paid directly to Dennis, he received a tax Form 1099, and now owes \$700 in taxes that he would not otherwise owe. Eric will pay Dennis that amount from the ASDP account.

Eric also said that he needs to file the nonprofit status forms again soon.

6. The board agreed to meet again in mid to late May to focus on the 2023 conference.

Asian Studies Development Program (ASDP)
Board Meeting Minutes
May 18, 2022

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

1. The April 2022 minutes were approved.
2. The board discussed the upcoming board election. The online ballot is not yet ready, but Matt Ruane and Roslyn Schoen will finish it tomorrow (May 19) and send it to Peter for dissemination. Information about the candidates will appear on the ballot and not in a separate communication. The deadline for voting will be June 1, 2022. Matt noted that the bylaws state that there should be a voting period of at least 7 days.
3. The group discussed the venue for the 2023 conference in Kansas City. Dennis Arjo summarized three options which include the Intercontinental Hotel, the Embassy Suites Hotel, and having the conference hosted at Johnson County Community College (JCCC). The Intercontinental Hotel is nicer than the Embassy Suites but slightly more expensive although they have agreed to renegotiate the number of attendees before the conference if registrations are lower than expected, and the food and beverage minimum is very reasonable. The Embassy Suites does have free breakfast and evening reception/refreshments, but does not allow third party AV equipment and service. Financially, the "safest" option would be JCCC, but transportation to and from the college could be challenging. The group expressed a preference for the Intercontinental. Dennis will ask whether any remodeling is scheduled, and he will look at the reception space and the meeting rooms. He will also find out whether the hotel would agree to no room minimum in exchange for paying for the meeting rooms. Right now the hotel is expecting 160 room nights at a conference rate of \$169 per night. Peter said that a provisional contract should be drawn up, and he will have personnel at the EWC look at it. Peter and Dennis will sign the final contract.
4. Matt Ruane recently sent some revisions of the bylaws to the board members, and he will send a slightly updated/corrected version (attached). The revisions were approved by acclamation. They will be sent out for approval by the larger membership in June 2022.
5. Returning to the 2023 conference, the group further discussed the theme and title. Last month's discussion focused on security, sustainability, and scarcity. Taine suggested that "solutions" be included, and Peter said that "securing" might have a more positive connotation than "security". Matt suggested "Securing Sustainability in a World of Scarcity". The group modified his suggestion to "Securing and Supporting Society in a World of "Scarcity": Asia's Global Context". Matt will send this or a similar draft title to the group for comments and editing.
6. Roslyn asked whether the San Diego conference survey that Dennis wanted to conduct could be included with the upcoming election ballot. Dennis said it contains only 3-4 questions so it can be included.

7. Peter raised the question of how to more effectively promote ASDP, particularly on social media. He said that Instagram, Facebook, and the listserv have not been particularly effective. Barbara commented that part of the problem is that there has not been a person who has been able to consistently maintain or update social media. Taine and Matt suggested that a board position (perhaps a new position with a 5 year term) be designated for management of social media. Meanwhile, the group agreed that it could try Linked In as a means of outreach. Peter will find out at the EWC whether a Linked In account there can be directly associated with ASDP or whether there will be “branding” issues with the EWC; if ASDP cannot use a Linked In account associated with the EWC it will have to acquire its own professional account which would cost approximately \$100 per year.
8. The board thanked Dennis for his service as board president, commended him for a job well done, and wished him luck in future endeavors. Dennis will be attending future board meetings in the role of past President.

Asian Studies Development Program (ASDP)
Board Meeting Minutes
June 28, 2022

In Attendance: Dennis Arjo (President), Taine Duncan (EWC Alumni representative), Kerri Gamache (Member at Large), Peter Hershock, Barbara Lass (Secretary), Jinhua Li (Member at Large), Matt Ruane (Vice President), Roslyn Schoen (Member at Large)

1. Peter Hershock introduced Erin Watanabe as the new administrative assistant. Erin did not stay for the full meeting.
2. The May 2022 board minutes were approved.
3. Regarding the 2023 conference (March 9-11), Dennis Arjo reported that a contract with the Intercontinental Hotel in Kansas City is nearing completion. The contract is based on the number of filled rooms in San Diego for 2022 (i.e., 170 “room nights” Wednesday through Saturday). The hotel conference rate is \$169 per night. Three meeting rooms have been arranged, and a fourth could be added later. ASDP can provide its own AV equipment for a reasonable fee. Dennis has verified that all of the hotel facilities (e.g., restaurant) will be open.

Also regarding the conference, Matt Ruane asked whether the conference will follow the 2022 practice of allowing overseas participants to present remotely but asking US participants to attend in person. The group agreed that this should continue to be the policy for 2023.

Matt also asked how much ASDP should charge for the conference in 2023. Peter suggested that the registration fee be left as is (i.e., \$275 for early registration and \$300 after that (January 1)), and the group agreed.

Matt also suggested that the 2023 deadline for paper submissions be February 1 and that this deadline be strictly enforced to avoid last minute program preparation. The February 1 deadline will be announced from the start, and there will be no deadline extensions. The group agreed.

4. The board discussed a title and a theme for the 2023 conference. Using the minutes from the May 18 meeting, Barbara reviewed the ideas already discussed then. The board further discussed the concepts of resilience, accessibility, sustainability, and visions. Peter pointed out that the title and theme should appeal to people in the humanities as well as the social sciences. The group arrived at a tentative title of “Resilient Futures: Using Asian Studies to Envision a Shared World”. Roslyn moved that this title be used, Barbara seconded her motion, and the board approved by affirmation.

Matt said he would work on writing the conference description for the flyer and for other publicity and share it with the board for comments soon. Regarding a background image for the conference flyer, Jinhua Li said she could look for appropriate photo opportunities during her current travel in Japan. Roslyn can also look for appropriate images from Bangladesh.

5. In other business regarding the conference, Matt said he liked the idea of having one guest speaker for one luncheon and having the business meeting for the other luncheon as in 2022. Taine, Roslyn, Barbara, and the board in general concurred.

The group next discussed the importance of attracting younger people to the conference. Taine pointed out that reaching out to nearby graduate programs did seem to help in attracting younger people in 2022. Kerri said that perhaps some kind of scholarship or financial assistance could be offered. Roslyn suggested that round table discussions focusing on feedback for research/writing might appeal to attendees. Matt suggested that brief (20 minutes) "wakeup sessions" featuring one presenter might appeal. Jinhua suggested job hunting/career information be provided in some form at the conference. Peter pointed out that the amount of the student conference rate needs to be determined. He suggested \$195; this will be discussed further in the future.

Matt asked whether conference proceedings could be published. Peter said this had been done in the past which is what led to the publication of the ASDP journal. Matt suggested that perhaps the proceedings could be published electronically in the future.

Matt also said that he would like to revive the awarding of prizes for best papers. This occurred two years ago on a one time basis via an anonymous donation.

6. The board concluded with a discussion of various issues involving the board itself. Dennis said he would arrange for him and Matt (incoming President) to be co-owners of the ASDP Google site. Matt suggested that the board have a person in charge of media, and the board agreed that this would need to be a person who was "tech savvy" and familiar with a broad range of social media. Dennis welcomed Kerri Gamache and Jinhua Li to the board as newly elected Members at Large. Matt thanked Dennis for his service as President. Matt will assume the role of President in July, Eric Spears will be Vice President, and Roslyn Schoen will move into the Treasurer's position. Dennis, Matt, and Eric will take care of transferring the bank account to the relevant people. Matt will check with Eric as to whether a dues notice was sent out. Matt said Eric reported to him that Eric has found a person in Georgia to help with the paperwork regarding the nonprofit (501c3) status for ASDP. Matt said he would organize the next board meeting for around August 10, 2022.