

MINUTES

Meeting via Zoom of the Westminster Community Foundation Wednesday, November 21, 2023 | 6:00 p.m.

BOARD OF DIRECTORS:

Frank Barry	Chau Lam Nguyen
Julie Diep	Topaz Tran
John Gentile	Dao Tran
Duy Hong	Thomas Tran
Dominic Le	K.C. Wolbert
	Jackie B. Wright

1. **CALL TO ORDER:** Meeting was called to order at 6:05 p.m.

2. ROLL CALL

Present: President Dominic Le
Vice President Julie Diep
Treasurer Chau Lam Nguyen
Assistant to the Treasurer Duy Hong,
Secretary Frank Barry
Board Members: John Gentile Dao Tran, Thomas Tran, Jackie B. Wright,
K.C. Wolbert and Topaz Tran.

Absent: Topaz Tran

Also present: Volunteer Charlie Nguyen

3. Approval of Last Meeting Minutes

Dominic made a motion to approve the minutes from the meeting of 11/15. It was seconded by John.

1. Frank - Yes
2. Julie - Yes
3. Duy - Yes
4. Dominic - Yes
5. Chau - Yes
6. Dao – Yes
7. Thoms-Yes
8. Jackie-Yes
9. K.C.-Yes
10. John-Yes

Approved.

4. REPORTS

4.1 President Le's Report-

A. Welcome new members nominated by City Council Members: K.C. Wolbert, John Gentile, and Topaz Tran.

B. Dominic and Lam Chau appeared as guests on VBS TV talk shows Weekly Community Communication (Thong Tin Sinh Hoat Cong Dong) to promote the gala.

4.2 Vice-President Diep's Report: The letter to solicit items for the raffle and auction is ready and will be sent out this evening with the logo. Each board member is tasked to send it out to businesses and their contacts. There was a discussion about printing the letterhead and business cards. It was decided to print a limited number for the board officers. Julie talked about having a central location to store equipment and files. Security is also an issue with the minutes public not to divulge passwords which should only be distributed to executives of the board. There is a need to get a website up as soon as possible. K.C. volunteered to help with that. Initially it will just contain info on the WCF, the gala flier, and the sale of tickets. After the new year it can be expanded. Julie asked members to send her a headshot and a short explanation of why they are on the foundation board.

4.3 Treasurer Chau Lam Nguyen's Report: The current checking account balance is \$26,034.28.

4.4 Secretary's Report. Nothing to report.

4.5 Board Members' Report: Volunteer Charlie Nguyen noted that this was not an easy time to fundraise with the holidays approaching. He talked about goals-our goal was to raise \$50-60,000 and sell at least 50 tables. He has many contacts whom he will reach out to. There was a discussion about the entertainment; band and singers should volunteer their talent. There would be no complimentary tickets. There is no cost for the sound system. There was a discussion about the flier which shows only Vietnamese performers. Julie has repeatedly noted that we want a diverse audience. Charlie asked John for his take on the flier and John commented that he needed something to sell this event to his contacts. One item that could help is promoting the seven-course lobster meal. All members were challenged to sell two tables and reach

out to family and friends. Frank mentioned that Tet has special meaning to Vietnam Veterans and we should reach out to veteran organizations. Julie said she would do that. The goal is to have the draft of the flier by the 26th and finalized by the 30th.

5.

BUSINESS OPERATIONS:

5.1 Website and email box log on password(s) to all members. Discussed above.

5.2 Facebook, Twitter, and Instagram account maintenance. Discussion postponed.

6. NEW Business

6.1 A big fundraising gala-date 1/06/24. Discussed above.

6.2 Raffle, ticket sale, and auction donation items. Julie will send letter to everyone.

6.3 Design prepare and printing of fliers, marketing and sale, band and MC(s). Decorations and assigned committee(s). Discussed above.

6.4 Tree lighting Ceremony city event on December 4, 2023. Table and sale promotions. To be finalized at the meeting on the 28th.

7. Board of Directors Comments. Nothing to report.

8. CONFIRM NEXT MEETING DATE AND ADJOURN: Board members set the next regular meeting date to be Tuesday, November 28, 2023 at 6:00 p.m. via Zoom. Meeting was adjourned at 7:56 p.m.

Respectfully submitted,

Frank Barry, Secretary