**06/19/11 Uwest Alumni Association Minutes**

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| Purpose of Meeting: | UWAA announcement , along with seminars |
| Date/Time: | 06/19/11 Sunday, 4pm |
| Place: | UWest AD208 |
| Chair: | President Sam Wu |
| 8 Participants : | President Sam Wu ,Sally, Susan, Andrea, Vicky, Celia, Ong, Wanjia |

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| Topic | Discussion | Responsible | Due by |
| Go over UWAA website-http://alumni.uwest.edu. | -need profile photos from Vicky & Andrea, in order to be posted on UWAA website.  -need UWAA official email address. Ong will contact Oliver regarding this.  -please inform Oliver when UWAA website needs to be updated. | Oliver, Sally,Vicky, Andrea, | Immediately |
| 2011 Fundraising Golf Tournament  8/25 Thursday  Seeking Event supports. | -Please do your best to promote this event, the more people join, the larger chance UWEST can be heard.  -Open for 30 golf teams to sign up, registration fee may vary with different package.  -We hope to have financial supports from donors who attend Fundraising Golf Tournament.  -Celia is willing to help this event on 8/25. | everyone | Immediately |
| Appreciation Letter format | -Please find Final edition in attachment. | Sandra |  |
| UWAA Account at School | -Find out requirements of being NGO according to IRS  (Please see attachment for your references) | Sandra | Immediately |
| First Activities for UWAA  discussion | We selected two topics from previous discussion as first activities, which are working visa seminar and insurance seminar. Those seminars will be hosted together with UWAA announcement, either on 8/27 or 9/10. Ong will contact both speakers, one is from job hunting agent, and the other is from IW insurance.  \*Pre-discussed topics :  -Working visa seminar  -Insurance seminar  -Enhance competitiveness at work seminar  -Real estate investment seminar  -Build up credit seminar  -purchasing used car seminar  -penny saving from daily life seminar  -blind date….  -Stock investment seminar  -Plan to co-operate a workshop with UWEST Career Center on October or April, for current students or those who will graduate soon.  \*Wanjia will research on upcoming events from Institute of Chinese Buddhist Studies | Ong, Wanjia, everyone |  |
| Draft Agenda for UWAA first event  -Vicky will help to make more detail | **Draft UWAA first event agenda:**  1:00pm-1:30pm Register  1:30pm-2:00pm Announce UWAA  2:00 pm -3:00 pm Workshop 1  3:00 pm -3:15 pm Q&A  3:15 pm -3:30 pm Break Time  3:30 pm -4:30 pm Workshop 2  4:30 pm -4:45 pm Q&A  4:45 pm -5:15 pm Net working  5:15 pm Dinner appointment  **-Working visa seminar\_ job hunting agent**  **-Insurance seminar \_ IW insurance (Elaine)** | everyone |  |

**Dear Sandra,**

**Please help to find out how can we be qualified to be NGO when filing to IRS.**

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| Next Purpose of Meeting: | Announce UWAA with seminars / File UWAA to IRS |
| **Next Meeting Time:** | **07/10/11 Sunday, 4:00pm** |
| Place: | University of the West, AD 208 |
| 11 Inviting List: | President Sam Wu ,Sally, Vicky, Andrea, Ong, Susan, Oliver, Jeff, Sandra, Brian Yoshimura,Orchid |