**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 UWAAdiscussion | 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 Register1:30pm-2:00pm Announce UWAA2:00 pm -3:00 pm Workshop 13:00 pm -3:15 pm Q&A3:15 pm -3:30 pm Break Time3:30 pm -4:30 pm Workshop 24:30 pm -4:45 pm Q&A4:45 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 |