

# Memorandum



**Date:** April 8, 2008

Agenda Item No. 1(D)1

**To:** Honorable Chairman Bruno A. Barreiro and  
Members, Board of County Commissioners

**From:** George W. Burgess  
County Manager

**Subject:** Sunset Review of County Boards for 2008 – Miami-Dade County Asian American  
Advisory Board

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In accordance with the provisions of Section 2-11.40 of the Code of Miami-Dade County, I am transmitting the 2008 Sunset Review of County Boards Report for the Miami-Dade County Asian American Advisory Board. The Board approved the attached report at its meeting of November 20, 2007 and has recommended the continuation of its board.

Assistant County Manager

**Date:** January 7, 2008  
**To:** George M. Burgess, County Manager  
**From:** Kwok-Cheng "Manny" Wong, Chairman  
Miami-Dade County Asian American Advisory Board  
**Subject:** Sunset Review of County Boards for 2008 – Miami-Dade County Asian American  
Advisory Board

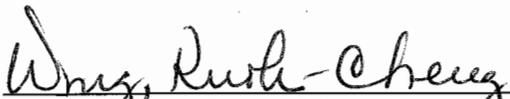
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Pursuant to Section 2-11.40 of the Code of Miami-Dade County, I am submitting the 2008 Sunset Review of County Boards Report for the Miami-Dade County Asian American Advisory Board for transmittal to the Board of County Commissioners (BCC). The Board approved the attached report at its meeting of November 20, 2007.

It is recommended that the BCC approve the continuation of the Miami-Dade County Asian American Advisory Board.

#### **BACKGROUND**

1. The Miami-Dade County Asian American Advisory Board was created on July 22, 1997.
2. The purpose of the Miami-Dade County Asian American Advisory Board is to serve in an advisory capacity to the County Commission, the County administration, the community, and all individuals and agencies in Miami-Dade County, Florida, in matters pertaining to the Asian Americans as defined by Ordinance 97-128.
3. The Miami-Dade County Asian American Advisory Board continue to function because it is fulfilling the mission it was created for, and it has impacted the lives of Asian Americans in a very positive manner. The Board regularly meets, to advance and promote the interest of the Asian Americans, and it has generated notable calendar of social, cultural, and educational activities which are listed in its annual report.

  
Kwok-Cheng "Manny" Wong

**SUNSET REVIEW QUESTIONNAIRE  
MIAMI-DADE COUNTY BOARDS  
2008**

**I GENERAL INFORMATION**

**1. Name of Board reporting:** Miami-Dade County Asian American Advisory Board

**2. Indicate number of board members, terms of office, and number of vacancies:**

26 members, 4 year term of office; eight vacancies

**3. Identify number of meetings and members' attendance (Attach records reflecting activity from Jan. 1, 2006 through December 31, 2007):**

Twenty meetings were held on: 01/10/06; 02/14/06; 03/20/06; 04/11/06; 05/09/06; 06/13/06; 07/11/06; 09/12/06; 10/10/06; 11/14/06; 01/23/07; 02/13/07; 03/13/07; 04/10/07; 05/08/07; 06/12/07; 07/10/07; 09/11/07 10/16/07; 11/20/07.

The Board has ten scheduled meetings in a year, except August and December, when the Board does not meet.

Attendance Records: See attachment.

The number of meetings with quorum were 16

**4. What is the source of your funding?**

County general funds

**5. Date of Board Creation:** July 22, 1997

**6. Attach a copy of the ordinance creating the Board (please include all subsequent amendments):** See attachment.

**7. Include the Board's Mission Statement or state its purpose:**

Mission Statement: To serve in an advisory capacity to the County Commission, the County Administration, the community, and all agencies and persons in Miami-Dade County Florida, in respect to all matters pertaining to Asian Americans.

**8. Attach the Board's standard operating procedures, if any.** None

**9. Attach a copy of the Board's By-Laws, if any.** See attachment.

**10. Attach a copy of the Board minutes approving the Sunset Review Questionnaire, including a vote of the membership.** See attachment

## II. EVALUATION CRITERIA

### 1. Is the Board serving the purpose for which it was created?

Yes. The Board meets on a regular basis, as required by ordinance advising the County Commission and County Administration as well as other appropriate individuals and agencies on issues in the Asian community, actively engaged in advancing and building programs and events beneficial to the Miami-Dade community at large.

### 2. Is the Board serving current community needs? (Please provide detailed information).

Yes. The Board is actively pursuing programs to engage and empower the Asian American community. It has started a scholarship program, a support network to assist the Asian victims of domestic violence, and regular programs to connect the community with the American democratic process

### 3. What are the Board's major accomplishments?

a. Last 24 months: See attached annual reports for 2006, 2007, and other published materials.

### 4. Is there any other board, either public or private, which would better serve the function of this board? No.

### 5. Should the ordinance creating the Board be amended to better enable the Board to serve the purpose for which it was created? (Attach proposed changes, if answer is "Yes") No.

### 6. Should the Board's membership requirements be modified? No.

### 7. What is the operating cost of the Board, both direct and indirect (Report on FY 2005 and FY 2006)?

Fiscal Year 2006 - \$7, 712 direct, \$43,358.95 indirect  
Fiscal Year 2007 - \$7, 712 direct, \$45,641.00 indirect

### 8. Describe the Board's performance measures developed to determine its own effectiveness in achieving its stated goals.

The Board meets the prescribed performance measures, holding monthly meetings, communicating with the Board of County Commissioners, holding information and educational workshops, sensitivity training, and perform other routine activities measured according to Miami-Dade County Asian American Advisory Board Active Strategy Enterprise (ASDA) scorecard as initiatives under the objective "Improved Community Relations in Miami-Dade County".

Also include a diskette, saved as ASCII or Rich Text Format (RTF), of the County Manager's transmittal memorandum to the Board of County Commissioners with the Board's recommendation.

**Miami-Dade County  
Asian-American Advisory Board  
2006 Attendance**

\*\*\*\* Asian Pacific American (APA) Heritage Month Celebrations – April 29 through May 27 2006 – No meeting.

Name	P – Present					A – Absent					E – Excused				
	Jan/ 10	Feb/ 14	Mar/ 20	Apr/ 11	May/ 9	June/ 13	July/ 11	Aug	Sep/ 12	Oct/ 10	Nov/ 14	Dec			
Irtishad Ahmad Ph. D., P.E.	P	E	E	E		E	E	N	E	E	E				
Subrata Basu	P	E	P	E		P	E	O	E	E	E				
Joe L. Chi	P	P	E	E		E	E	M	E	P	P				
Mimi Lam Freedman	P	E	P	P		E	P	E	P	P					
Jose K. Fuentes	P	P	P	P		E	P	E	P	E					
Hiroimi Hanamura	P	E	P	E		E	R	T							
Akhtar Hussain Esq	P	A	E	E		E	R	I							
Saif Isohof	P	E	P	P		E	E	N	P	P					
Narinder S. jolly	P	P	P	E		P	P	G	P						
S. Shawn Khosrave	P	P	E	P		P	E		P	P					
Shabbir Motorwala	P	P	E	E		E	P		P	P					
Dennis Murasaki	P	P	E	E		P	P		E	P					
Nida Recabo	E	P	P	E		P	E		P	E					
Hung Nguyen	P	P	E	P		P	E		P	E					
Kathleen S. Phang	P	P	E	P		E	E		E	E	A				
Bill Simonitsch Esq.	P	P	P	P		E	P		R						
Josephine Gordy Whang	P	E	P	E		P	E		E	P					
Kwok-Cheng "Manny Wong"	P	P	E	P		P	E		P	E					

P – Present      A – Absent      E – Excused      R = Resigned      \* New Member

\*August & December – no meeting  
No meeting in October due to Hurricane Wilma

A = ABSENT P = PRESENT E = EXCUSED - \* New Member

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**Miami-Dade County  
Asian-American Advisory Board  
2006 Attendance**

\*\*\*\* Asian Pacific American (APA) Heritage Month Celebrations – April 29 through May 27 2006 – No meeting.

NAME	Jan/ 10	Feb/ 14	Mar/ 20	Apr/ 11	May/ 9	June/ 13	July/ 11	Aug/ 12	Sep/ 12	Oct/ 10	Nov/ 14	Dec
Dr. Yuwadee Wongbunhit	P	P	E	E	E	E	R	N				
Shui-King Chi	P	E	E	E	E	E	E	O	P	P	E	
Sofian A. Zakkout	P	P	E	E	P	P	E		P	E	P	
*Jeffrey E. Tsai			P	E	E	E	E	M	P	P	P	
								E				
								E				
								T				
								I				
								N				
								G				

No meeting in October due to Hurricane Wilma  
\*August & December – no meeting

A = ABSENT P = PRESENT E = EXCUSED - \* New Member

**Miami-Dade County  
Asian-American Advisory Board  
2007 Attendance**

\*\*\*\* Asian Pacific American (APA) Heritage Month Celebrations – April 29 through May 27 2007 – No meeting.

*P – Present*

*A – Absent*

*E – Excused*

BOARD MEMBERS NAMES	Jan/ 23	Feb/ 13	Mar/ 13	Apr/ 10	May/ 8	June/ 12	July/ 10	Aug	Sep/ 11	Oct/ 16	Nov/ 20	Dec
Irtishad Ahmad, Ph. D., P.E.	E	E	P	E	E	E	A	N	G	R		
Subrata Basu	E	E	E	E	E	P	P			P	E	N
Lisa Hu Barquist	E	E	E	E	E	E	P	O	A	E	P	
Joe L. Chi	E	P	P	E	P	E	E			P	E	O
Shui-King Chi	E	P	P	E	E	E	E	M	L	R		
Mimi Lam Freedman	P	E	P	E	P	P	P			E	P	M
Jose K. Fuentes	P	P	E	P	P	E	P	E	A	P	E	
Saif Isohof	P	P	P	P	P	P	P			R		E
S. Shawn Khosravi	P	P	P	P	P	P	P	E	D	P	P	
Shabbir Motorwala	E	P	P	E	P	P	P			P	P	E
Dennis Murasaki	E	P	P	P	P	P	P	T	I	P	P	
Hung Nguyen	P	P	P	P	P	P	E			P	E	T
Kathleen S. Phang	E	A	E	A	E	A	RM	I	N			
Nida Recabo	E	E	E	A	P	P	E			E	P	I
Jeffrey E. Tsai	p	E	E	P	E	P	E		N	E	E	
Josephine Gordy Whang	E	P	P	P	P	P	P	N	E	P	P	N
Kwok-Cheng "Manny Wong"	p	P	P	P	P	P	P			P	P	
*Sadrul H. Fasihi			P	E	P	P	P	G	R	P	P	G

**NO MEETINGS ARE HELD IN AUGUST AND DECEMBER**

**SOFIAN ABDELLAZIZ ZAKKOUT - CRB BOARD.**

**Miami-Dade County  
Asian-American Advisory Board  
2007 Attendance**

\*\*\*\* Asian Pacific American (APA) Heritage Month Celebrations – April 29 through May 27 2007 – No meeting.  
 P – Present      A – Absent      E – Excused      R = Resigned      \* New Member  
 \*August & December – no meeting

BOARD MEMBERS NAMES	Jan/ 23	Feb/ 13	Mar/ 13	Apr/ 10	May/ 8	June/ 12	July/ 10	Aug	Sep/ 11	Oct/ 16	Nov/ 20	Dec
Mai Pham Nguyen	E	E	E	P	P	P	P	N	G	P	P	N
Anthony Chie For	P	P	P	P	E	E	P	O	A	A	A	O
									L			
								M	A			M
								E				E
								E	D			E
								T	I			T
								I	N			I
								N	N			
								N	E			N
									R			
								G				G

**NO MEETINGS ARE HELD IN AUGUST AND DECEMBER**

SOFIAN ABDELLAZIZ ZAKKOUT - CRB BOARD.

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Approved \_\_\_\_\_ Mayor

Agenda Item No. 4(C)

7-22-97

Veto \_\_\_\_\_

Override \_\_\_\_\_

ORDINANCE NO. 97-128

ORDINANCE CREATING DADE COUNTY ASIAN AMERICAN ADVISORY BOARD; PROVIDING DUTIES, POWERS AND RESPONSIBILITIES; PROVIDING SEVERABILITY, INCLUSION IN THE CODE, AND AN EFFECTIVE DATE

WHEREAS, the status of Asian Americans has long been ignored; and

WHEREAS, Asian Americans have been underrepresented in our halls of government and other public and private institutions; and

WHEREAS, the Board of County Commissioners desires to recognize the contributions of Asian Americans to the cultural, political, social and economic life of Dade County,

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF DADE COUNTY, FLORIDA:

Section 1.     **CREATED.**

There is hereby created the Dade County Asian American Advisory Board.

Section 2.     **COMPOSITION.**

The Dade County Asian American Advisory Board shall be composed of twenty-six (26) members who shall be permanent residents and electors of the County and who shall have a knowledge of and interest in the County's Asian community. Each County Commissioner shall appoint two members of the board, one of whom shall serve an initial term of one (1) year and

one of whom shall serve an initial term of three (3) years. After the initial appointment, all members shall thereafter serve three (3) year terms.

Section 3. MEMBERSHIP; OFFICERS; MEETINGS.

The members of the board shall elect a chairperson, vice-chairperson, and such other additional officers as the Asian American Advisory Board shall deem necessary. All officers shall serve at the will of the board. Fourteen (14) members of the board shall constitute a quorum-necessary to hold a meeting and take any action. Members shall serve without compensation. The chairperson or vice-chairperson may call meetings of the board. Meetings may also be called by written notice signed by fourteen (14) members. The board at any duly noticed public meeting may fix and call a meeting on a future date. All meetings shall be public.

Section 4. DUTIES; POWERS; RESPONSIBILITIES.

The board shall have the following duties, powers and responsibilities:

(1) To serve in an advisory capacity to the County Commission, the County administration, the community, and all agencies and persons in Dade County, Florida, with respect to matters pertaining to the Asian community of Dade County.

(2) To formulate and recommend policies, plans, programs and services and to coordinate the activities of governmental entities and nongovernmental agencies pertaining to the Asian community.

(3) It is the express purpose of this board to serve as a medium for responsible persons to utilize and consult with in attempting to understand and address the various complex problems

affecting the Asian community in Dade County and to make findings and recommendations to the County Commission and the County administration regarding such matters.

(4) To recommend solutions to the social, economic, cultural and political problems in the Asian community, as well as to serve as liaison between the Asian community and the Dade County community at large.

(5) To promote active participation of Asian Americans in civic, cultural, commercial and community affairs.

(6) To encourage and attract Asian businesses to Dade County, to assist Asian businesses located in Dade County, and to promote economic development, especially job creation in Dade County.

(7) To foster relationships with public officials and maintain formal channels of communication so that Asian concerns are effectively transmitted and heard.

(8) To promote positive images and concepts of Asian and Asian Americans as well as promote their many contributions to our society.

(9) To build coalitions with various community groups to address issues of common concern, such as advocating positive legislation regarding immigration and advocating legislation to strengthen the penalties for racially motivated crimes.

(10) To promote the cultural heritage of Asian Americans.

(11) To encourage and assist in citizenship registration and voter registration.

(12) To eliminate ignorance and bigotry towards Asian Americans.

(13) To conduct studies through fact-finding and analysis of problems encountered by Asian community members.

(14) The board shall report at least annually to the Commission as to its activities, findings and recommendations.

(15) To perform such other duties as may from time to time be assigned to it by resolution of the County Commission.

Section 5. The County Manager, County Attorney and Clerk of the Board shall provide appropriate support for the Asian Advisory Board.

Section 6. If any section, subsection, sentence, clause or provision of this ordinance is held invalid, the remainder of this ordinance shall not be affected by such invalidity.

Section 7. It is the intention of the Board of County Commissioners, and it is hereby ordained that the provisions of this ordinance, including any sunset provision, shall become and be made a part of the Code of Metropolitan Dade County, Florida. The sections of this ordinance may be renumbered or relettered to accomplish such intention, and the word "ordinance" may be changed to "section," "article," or other appropriate word.

Section 8. This ordinance shall become effective ten (10) days after the date of enactment unless vetoed by the Mayor, and if vetoed, shall become effective only upon an override by this Board.

Section 9. This ordinance does not contain a sunset provision.

PASSED AND ADOPTED: JUL 22 1997

Approved by County Attorney as  
to form and legal sufficiency:

RA6

Prepared by:

DM/RA6

Sponsored by Commissioner Pedro Reboredo

Miami Dade County  
ASIAN AMERICAN ADVISORY BOARD  
111 NW. First Street, suite 660  
Miami, FL. 33128

MISSION STATEMENT

The Board shall have the following duties, powers, and responsibilities as established in Ordinance No. 97-128:

- a) To serve in an advisory capacity to the County Commission, the County administration, the community, and all agencies and persons in Miami-Dade County, Florida, with respect to matters pertaining to the Asian community of Miami-Dade County.
- b) To formulate and recommend policies, plans, programs and services and to coordinate the activities of governmental entities and non-governmental agencies pertaining to the Asian community.
- c) To serve as a medium for responsible persons to utilize and consult with in attempting to understand and address the various complex issues affecting the Asian community in Miami-Dade County and to make findings and recommendations to the County Commission and the County administration regarding such matters.
- d) To recommend solutions to the social, economic, cultural and political problems in the Asian community, as well as to serve as liaison between the Asian community and the Miami-Dade County community at large.
- e) To promote active participation of Asian Americans in civic, cultural, commercial and community affairs.
- f) To encourage and attract Asian businesses to Miami-Dade County, to assist Asian businesses located in Miami-Dade County, and to promote economic development, especially job creation in Miami-Dade County.
- g) To foster relationships with public officials and maintain formal channels of communication so that Asian concerns are effectively transmitted and heard.
- h) To promote positive images and concepts of Asian and Asian Americans as well as promote their many contributions to our society.

- i) To build coalitions with various community groups to address issues of common concern, such as advocating positive legislation regarding immigration and advocating legislation to strengthen the penalties for racially motivated crimes.
- j) To promote the cultural heritage of Asian Americans.
- k) To encourage and assist in citizenship registration and voter registration.
- l) To eliminate ignorance and bigotry towards Asian Americans.
- m) To conduct studies through fact-finding and analysis of issues encountered by Asian community members.
- n) The Board shall report at least annually to the Commission as to its activities, findings and recommendations.
- o) To perform such other duties as may from time to time be assigned to it by resolution of the County Commission.

## **BY-LAWS**

### **MIAMI-DADE COUNTY ASIAN-AMERICAN ADVISORY BOARD (Adopted November 13, 2001)**

#### **ARTICLE I NAME**

The name of this organization shall be the Miami-Dade County Asian-American Advisory Board, (hereinafter referred to as "the Board"), an organization established by the Board of County Commissioners by Ordinance No. 97-128 on July 22, 1997.

#### **ARTICLE II DUTIES, POWERS, AND RESPONSIBILITIES**

Section 1. The Board shall have the following duties, powers, and responsibilities as established in Ordinance No. 97-128:

- a) To serve in an advisory capacity to the County Commission, the County administration, the community, and all agencies and persons in Miami-Dade County, Florida, with respect to matters pertaining to the Asian community of Miami-Dade County.
- b) To formulate and recommend policies, plans, programs and services and to coordinate the activities of governmental entities and non-governmental agencies pertaining to the Asian community.
- c) To serve as a medium for responsible persons to utilize and consult with in attempting to understand and address the various complex issues affecting the Asian community in Miami-Dade County and to make findings and recommendations to the County Commission and the County administration regarding such matters.
- d) To recommend solutions to the social, economic, cultural and political problems in the Asian community, as well as to serve as liaison between the Asian community and the Miami-Dade County community at large.
- e) To promote active participation of Asian Americans in civic, cultural, commercial and community affairs.
- f) To encourage and attract Asian businesses to Miami-Dade County, to assist Asian businesses located in Miami-Dade County, and to promote economic development, especially job creation in Miami-Dade County.

- g) To foster relationships with public officials and maintain formal channels of communication so that Asian concerns are effectively transmitted and heard.
- h) To promote positive images and concepts of Asian and Asian Americans as well as promote their many contributions to our society.
- i) To build coalitions with various community groups to address issues of common concern, such as advocating positive legislation regarding immigration and advocating legislation to strengthen the penalties for racially motivated crimes.
- j) To promote the cultural heritage of Asian Americans.
- k) To encourage and assist in citizenship registration and voter registration.
- l) To eliminate ignorance and bigotry towards Asian Americans.
- m) To conduct studies through fact-finding and analysis of issues encountered by Asian community members.
- n) The Board shall report at least annually to the Commission as to its activities, findings and recommendations.
- o) To perform such other duties as may from time to time be assigned to it by resolution of the County Commission.

**ARTICLE III  
MEMBERS**

Section 1. The Board shall be composed of twenty six (26) members who shall be permanent residents and electors of Miami-Dade County and who shall have a knowledge of and interest in the County's Asian Community. Each County Commissioner shall appoint two members of the Board, one of whom shall serve an initial term of one (1) year and one of whom shall serve an initial term of three (3) years. After the initial appointment, all members shall thereafter serve three (3) year terms.

Section 2. When the County Commissioner who appointed a Board member leaves office, the board member's term shall also expire.

Section 3. Each Board member shall serve on at least one committee, if committees are established.

Section 4. It shall be the responsibility of each Board member to attend all meetings of the Board and of the committee of his or her primary assignments. A Board member shall be automatically removed if, in a given fiscal year: (i) he or she is absent from two (2) consecutive meetings without an acceptable excuse; or, (ii) he or she is absent from three (3) of the Board's meetings without an acceptable excuse. An "acceptable excuse" is defined as

an absence for medical reasons, business reasons, personal reasons, or any other reason which the Board by a two-thirds vote of the membership, deems appropriate. Such absence shall be calculated from October 1st to September 30th.

- a) By a two-thirds vote of the members of the full Board of County Commissioners, the provisions of this section may be waived.

Section 5. The Chairperson shall provide written notice to the Board member and the Board member's appointing Commissioner of the Board member's removal due to absences.

Section 6. Any Board member desiring to resign shall submit his or her resignation in writing to the appointing Commissioner, with copies to the Chairperson and the Executive Director as designated by the County.

#### ARTICLE IV ELECTIONS AND OFFICERS

Section 1. The officers of the Asian-American Advisory Board shall be Chairperson, First Vice Chairperson, Second Vice Chairperson, and Third Vice Chairperson. In addition, the Immediate Past Chairperson shall serve automatically as an officer of the Board. The position of Third Vice Chairperson shall be established automatically when an Immediate Past Chairperson is available

Section 2. The First Vice Chairperson shall be of active assistance to the Chairperson and shall perform the duties of the Chairperson in his or her absence or inability to serve.

Section 3. At the regular meeting in February, the Chairperson shall open the floor for nominations, starting with the office of Chairperson. Officers shall be elected by a voice vote if there is only one nominee and, if more than one nominee, by a simultaneous written ballot, signed by the member casting the ballot, to be made a part of the public record. Officers shall serve for one year or until their successors are elected, and their term of office shall begin upon results of the election. No vote by proxy shall be permitted. Election shall be by a majority of the votes cast by members present and voting.

Section 4. No member shall be eligible to serve more than two consecutive terms in the same office. A member can serve again in the same office after two intervening years.

Section 5. A vacancy in the office of Chairperson shall be filled by the First Vice Chairperson, a vacancy in the office of First Vice Chairperson shall be filled by the Second Vice Chairperson, and a vacancy in the office of Second Vice Chairperson shall be filled by the Third Vice Chairperson. A vacancy in the office of Third Vice Chairperson shall be filled by an election held at the first meeting following the vacancy.

Section 6. In addition to those duties prescribed by the parliamentary authority adopted by the membership, the Chairperson shall assign members to each committee with due consideration

for the desire of the member and the need of the committee; shall present all reports to the Board of County Commissioners; may designate a registered parliamentarian at his or her discretion; and shall serve as the only official representative and spokesperson for the Board.

## ARTICLE V MEETINGS

Section 1. The regular meetings of the Board shall be held on the 2nd Wednesday of the month at 6:30 p.m. unless otherwise ordered by the membership or by the Executive Committee. Meetings shall be at a time and place designated by the membership; and at least ten regular meetings shall be held during each calendar year.

Section 2. At the January meeting, a nominating committee shall be created consisting of the past Chairperson, if he or she accepts and is not going to run for office, two members appointed by the current Chairperson, and two members elected by the membership, to present the slate of officers for the February annual meeting. The slate of officers shall be mailed to the membership by the February meeting. A member of this nominating committee shall not be considered a candidate for office.

Section 3. The regular meeting in February shall be known as the annual meeting and shall be for the purpose of electing officers, receiving annual reports of Officers and committees and for any other business that may arise.

Section 4. Special meetings can be called by the Chairperson, a Vice-Chairperson, by the Executive Committee, or upon the written request of fourteen members. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least three days notice shall be given.

Section 5. A majority of those persons duly appointed to the Board shall constitute a quorum, provided that at least one half (1/2) of the full Board membership has been appointed.

## ARTICLE VI THE EXECUTIVE COMMITTEE

Section 1. The Officers of the Asian-American Advisory Board shall constitute the Executive Committee.

Section 2. The Executive Committee shall have general supervision of the affairs of the Board between its business meetings, shall make recommendations to the membership, and shall perform such other duties as are specified in these By-Laws. The Executive Committee shall be subject to the orders of the Asian-American Advisory Board, and none of its acts shall conflict with action taken by the Board.

Section 3. Regular meetings of the Executive Committee shall be no less than 10 times per year, at a time and place designated by the Chairperson.

**ARTICLE VII  
COMMITTEES**

Section 1. Committees shall have the responsibility for performing such duties as are necessary to accomplish the functions, powers and purpose of the Asian-American Advisory Board as set forth in these By-Laws.

Section 2. Each committee shall meet regularly upon the call of its Chairperson, and committee meetings shall be announced and publicized.

Section 3. Comprehensive reports of committee activities shall be provided in writing at the annual meeting and at such other times as they shall be requested by the Chairperson . Copies of reports shall be distributed with the minutes of the meeting.

**ARTICLE VIII  
PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Mason's Manual of Legislative Procedure shall govern the Board in all cases to which they are applicable, and in which they are not inconsistent with these By-Laws and any special rules of order that the Board may adopt.

**ARTICLE IX  
AMENDMENT OF BY-LAWS**

These By-Laws may be amended at any regular meeting by a two-thirds vote of members present and voting, provided that the amendment has been submitted in writing at the previous meeting or has been mailed to the membership at least fifteen days prior to the meeting at which it will be considered.

Miami Dade County  
ASIAN AMERICAN ADVISORY BOARD  
Minutes of Meeting, November 20, 2007  
At NANAY Community Center  
659 NE. 125<sup>th</sup> Street, N. Miami, FL. 33161

**Present:** Lisa Barquist; Sadrul H. Fasihi; Mimi Lam Freedman; Josephine Gordy; Shawn Khosravi; Shabbir Motorwala; Dennis Murasaki; Mai Pham Nguyen; Nida Recabo; Manny Wong.

**Excused:** Subrata Basu; Joe Chi; Jose K. Fuentes; Hung Nguyen Esq.; Jeffrey Tsai

**Absent:** Anthony Chie-For

**Guest:** Rev. Philip Johns representing Honorable Dorrin D. Rolle, Commissioner.

**Welcome:** At 6:15 Chair called the meeting to order, asked the members to hold the minutes till the quorum is complete. He asked the Director to present the report.

**Old Business: Director's Report--**the Director reported that an election for the third vice Chair is to be held in order to fill a series of vacancies created by Mr. Ishoof's move to Public Health Trust. The election is to be held in this meeting, and officers will be installed by Commissioner Rolle. The Board also has to approve the Sunset Review Report, and that a new Nomination Committee is to be appointed for the next elections to be held in February, 2008. He also advised the Board about the low membership and eight vacancies that need to be filled.

**Minutes:** At 6:35 the Board reached the quorum, Chair asked the members to review the minutes, Ms. Barquist pointed out that she was not absent, but excused. Mr. Motorwala made the motion to approve the minutes as amended, Ms. Gordy seconded and October **Minutes were approved unanimously 10-0.**

**New Business:** Elections of the third vice Chair--the Director explained the process before distributing the ballot. Lisa Barquist, Mimi Lam Freedman, Mai Nguyen, and Nida Recabo were candidates for the Third vice Chair, **Ms. Barquist received most votes and was declared the new Third vice Chair. Nominating Committee**—The Director explained that a Nominating Committee is to be appointed in November to gather the nominations for the elections for the next Executive Committee in February, 2008. He also informed that all candidates are eligible to run for the office. **A new Committee was chosen, which included, Mr. Murasaki, Chair, Ms. Gordy, Mr. Motorwala, Ms. Recabo, and the past Chair is to be the fifth member.** Due to Thanksgiving Turkey give-away, Commissioner Rolle could not make it, he was represented by Rev Johns,

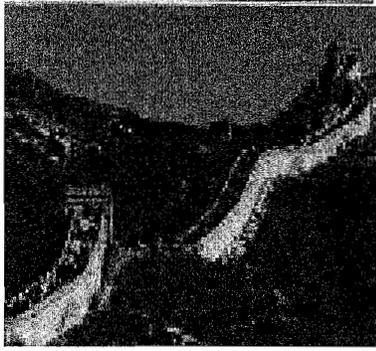
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*Continued from page one*  
*November Minutes*

Reverend Philip Johns performed the oath taking ceremony for Mr. Wong and Ms Barquist. The **new Executive Committee** includes Mr. Manny Wong, Chair, Mr. Shawn Khosravi, First vice Chair; Mr. Hung Nguyen, 2<sup>nd</sup> vice Chair; Ms. Lisa Barquist, 3rd vice Chair. Saif Ishoof, former Chair could not attend the meeting, therefore, his award was postponed. The Director explained the purpose of the Sunset Report and the process, the board unanimously approved the **2008 Sunset Report**.

**Announcements:** Members were advised about the *In the Company of Women* award, Mr. Wong announced about the Dragon Board Club Challenge for December 8, 2007 and the next Board meeting to be held January 15, 2007.

Mr. Motorwala made the motion, Mr. Murasaki seconded and the meeting was adjourned.



**MIAMI DADE COUNTY  
ASIAN AMERICAN ADVISORY BOARD**

**ANNUAL REPORT  
For the Year ending Dec. 31, 2006**

***ANNUAL REPORT TO THE  
BOARD OF COUNTY COMMISSIONERS***

*January 1, 2006 to December 31, 2006*

*Miami-Dade County  
ASIAN AMERICAN ADVISORY BOARD*

**The Miami-Dade County  
Asian-American Advisory Board**

**Executive Committee**

Jose K. Fuentes, Chairwomen  
Shabbir Motorwala, First vice Chair,  
Subrata Basu, 2<sup>nd</sup> vice Chair  
Shawn Khosravi, 3<sup>rd</sup> vice Chair  
Rose Marie Del Rosario, Immediate Past Chair

**Board Members**

Dr. Irtishad Ahmad  
Joe L. Chi.  
Shui King Chi  
Anthony Chie-For  
Sadrul H. Fasihi.  
Mimi Lam Freedman  
Jose Fuentes  
Josephine Gordy  
Hiromi Hanamura  
Saif Ishoof, Esq.  
Narinder S. Jolly  
Dennis Murasaki  
Hung Nguyen  
Kathleen S. Phang  
Nida Recabo  
Jeffrey Tsai  
Manny Wong

**Staff**

Dr. Larry D. Capp, Executive Director  
Office of Community Relations  
Mohammad S. Shakir, Director  
Asian American Advisory Board  
Carrol "Faye" Vermont  
Executive Secretary

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ANNUAL REPORT TO THE  
BOARD OF COUNTY COMMISSIONERS

By: Jose K. Fuentes, Chairman  
The Miami-Dade County  
Asian-American Advisory Board

January 1, 2006 to December 31, 2006

The Miami Dade County Asian American Advisory Board thanks the Board of County Commissioners for its support and encouragement of our activities on behalf of the Asian American community in Miami Dade County. We are very proud of our performance, activities and achievements for our community, but it could not have been possible without continued support and encouragement of our elected officials.

INTRODUCTION

The Miami-Dade County Asian-American Advisory Board is pleased to submit its Annual Report for January 1, 2006 to December 31, 2006 to the Board of County Commissioners pursuant to Miami-Dade County Ordinance 97-128 which established the Asian-American Advisory Board.

The Asian-American Advisory Board was created in July 1997 to serve in an advisory capacity to the County Commission, the County administration, the community, and all agencies and persons in Miami-Dade County. It also serves to promote the active participation of Asian-Americans in civic, cultural, commercial and community affairs. All the duties and responsibilities of the Board are completely set forth in the ordinance that created the Board, a copy of which is attached hereto. Also attached are the Board's Bylaws, the current membership roster and the Board's schedule of meetings for the years 2006.

ACTIVITIES:

Miami-Dade County Asian American Advisory Board continued to expand its programming in cultural, economic, and educational areas during the year 2006. The Board selectively developed, promoted and organized the programs which offered learning, healing and entertainment to generate appreciation, better understanding and sensitivity towards the Asian-Americans and their Asian culture.

During the year 2006, the Board began established a network with sister Asian organizations in the community to become a part or their outreach to connect and serve a much larger cliental. During this year, we hosted more than ten visiting delegations from Asian countries. As the invited guests of the U.S. Department of State, these visitors expected to learn about the American experience. We shared with them our diversity and sensitivy workshop, arranged their visits with the Asian NGOs and their work within the community. We shared with them how the Asian community works with the system and other community groups and organization. In some cased the representatives from the Office of the Chair, Board of County Commissioners and the Mayor's office briefed these visitors about the role of the County Government. The following is a list of our activities during the year 2006.

## Cultural Calendar:

**February:** On February 25, 2006, the Board partnered with the Chinese Cultural Foundation and the Organization of Chinese Americans in organizing and celebrating the Chinese New Year Festival at Miami-Dade Community College, South Campus. Event drew approximately five thousand people. In addition, the Asian American Advisory Board set up an information booth and distributed the material and information about the Board.

**March:** *Asian Culture Festival* was held on March 4<sup>th</sup> and 5<sup>th</sup> at Fruit and Spice Park. Asian Culture Festival is another annual event that Miami-Dade Asian American Advisory Board co-sponsors. The Festival also serves as a platform for all Asian diplomatic Missions in Miami to bring their cultural and educational representation. Consulates General of Japan and Israel, Director General of Taipei Economic and Cultural Office, Director of Thai Trade Center in Miami, and educational booths from fifteen Asian communities participated. Commissioner Katy Sorenson presented proclamations and Distinguished Visitor's Certificate to dignitaries. .

**April 14 & 15:** Songkran Festival was held at Thai Buddhist Temple, in Homestead and on **April 29, the Green Day** was celebrated at the Japanese Garden.

**May: The Asian Heritage Month Celebration:** During this month, the Board partners with several Asian organizations and local partners to present cultural presentation, arts and displays throughout the Miami Dade County. Most notable among are our presentation at the Miami V.A. Medical Center, Baptist and Jackson Healthcare Systems.

**August:** Pakistan Cultural Society celebrated Pakistan's Independence Day celebration *Azadi Mela* on August 25<sup>th</sup> at the Bayfront Park. The event drew more than four thousand people.

**October:** Chinese Tea Party was arranged at North Miami Public Library, where the representative from the Taipei Economic and Cultural Office in Miami shared the tradition with library visitors during a lunch time presentation.

**November:** IRANIAN FESTIVAL—this culturally most rich event draws about ten thousand people to Tina Hills pavilion at the Bayfront Park

### SAHARA:

In 2004 Miami Dade County Asian American Advisory Board approached the Women's Fund of Miami to solicit its expertise to start a support network for the Asian victims of domestic violence. Sophie Brion, Director, Women's Fund responded very enthusiastically, and *SAHARA*, which means Assistance or support in *Hindi* and Urdu languages was born. This year we assisted a number of victims of domestic

violence, conducted two major workshops at St, Thomas University and at the Knight Center in addition to volunteer training. Dr. Shashi Jagadish came on board from early on provided counseling expertise. SAHARA is becoming a full service Domestic Support organization; its membership is considering incorporating the organization and apply for 501 © 3 status.

### **SCHOLARSHIP:**

Board has established a scholarship program for the Asian high school graduates. The education committee is now working to establish an endowed scholarship with Florida International University. Under this arrangement the Board will help raise \$100,000 for Florida International University. In return the university will offer a scholarship each year per agreement.

### **ASIAN STUDIES PROGRAM:**

Since the Institute for Asian Studies program began at the Florida International University, the Miami Dade County Asian American Advisory Board has started developing academic and educational workshop and lectures in collaboration with the Institute. We were able to bring the officials from Korea, and Thailand to make presentations at Board organized events.

### **DIVERSITY TRAINING PROGRAM:**

The Board conducted diversity training workshops for small groups as well as the Corporate partners. We bring material and instructions on Asian sensitivity to the

### **INTERNATIONAL VISITORS OUTREACH:**

The Board works in partnership with the United States Department of State, international visitors program, wherein the board hosts all visiting Asian delegations that visit Miami Dade County. While in our community, we arrange for them to seek how the Asian community works on community building process, the role of Asian NGOs in empowering the Asian community.

### **CONNECTING WITH PUBLIC ( ELECTED ) OFFICIALS:**

In the Creating Ordinance of the Board, one of the expectations of the Board of County Commissioners is that the Asian American Advisory Board will facilitate engaging the community and the elected official. The Board will also endeavor to engage the community in our democratic process. The Board is proud to say that we have successfully achieved this goal and now most of our events create the opportunities to bring the two closer.

**Administrative:**

The Asian Board staff supports and facilitates the daily routine activities of the Board. The staff prepares and sends out the necessary information to conduct the Board affairs, such as monthly Board meeting, and the meetings of the Board committees. Board staff attends the meetings, takes minutes and shares the information with the members of the Board Staff coordinates events and activities of the Board and its sister organizations.

**CONCLUSION**

The Asian American Advisory Board is looking forward to a very productive year –2007 which will be based on the Cultural calendar of the year, planning an year long series of academic and cultural activities, and we look forward to your continuing support of our programs.