Internal Affairs Meeting Minutes for April 27, 2011

I. Call to Order: VP Andres calls meeting to order at 6:35 pm.

II. Roll Call
   Members Present          Absent Members          Guests
   Samantha Andres          Heather Harbeck          
   Marissa Deherrera        Kortnei Taylor-Glass
   Siddharth Menon          Desiree Morales        
   Tenaya Davis             Mo Shahid Beig         
   Jennifer Chan            Stan Hebert            
                           Randy K. Saffold
                           Jonathan Stoll

III. Consent Calendar
   A. Approval of Agenda
      Motion: (Deherrera) to approve the agenda.
      Amendment: (Deherrera) to table Org Sync Presentation.
      Amendment Carries.
      Motion Carries as Amended.

   B. Approval of the Minutes of March 4, 2011
      Motion: (Menon) to approve the Minutes of March 4, 2011.
      Motion Carries.

IV. Public Discussion: None

V. Action Item – Org Sync Focus Group
   Following were the highlights of this topic:
   VP Andres states that this is just a list of questions:
   - We want to target club leaders who would be potentially using Org Sync in the future.
   - We would get about ten club leaders and ask them some of these questions.
   - The committee goes over the series of questions.
   - Changes the languages in one of the questions to state “Can you tell us of any underlined problems that your club is facing communicating with ASI, student life or other clubs?”
   - Changes another question to state “Would you like to feel connected?”
   - Modifies a question to state “When you have public activities do you reach your target audience? Are there any issues you feel ASI can help you with?”
   - Modifies next question to state “Do you think your club gets enough publicity?”
Do online tools like Facebook, twitter, etc., helps??

- Changes the language to state “How do you feel about submitting forms online rather than submitting hard copies?”
- Modifies the language to state “Do you use a professional networking inter portal phase similar to linkedIn?”
- Changes to state “How do your club members communicate with one another?”
- Modifies to state “How do you gather feedback from events, activities, organizations?”
- Modifies to state “If there was an online tool to prepare income/expense reports, would you use it?”
- Speaker’s List: Deherrera, Menon, Andres and Davis.

**Motion:** (DeHerrera) to approve the forum questions made for the Focus Groups.

**Motion Carries.**

**VI. Information Item- Duties of the Internal Affairs (Bylaws)**
The committee discusses the duties of the Internal Affairs. Following were the highlights of the discussion:

- VP Andres reads the Bylaws.
- Discusses the duties of the VP of Internal Affairs.
- VP Andres states that this is an information item and in the next Meeting the committee will vote on it.

**Speaker’s List:** Menon, DeHerrera, Andres

**VI. Information Item – Policy Process**
We have a new Executive Director and now the process will be to work with him to create Policies. Then it will come back to the committee for approval.

**VII. Round Table Remarks**
- **Deherrera:** Come to Breakfast for Dinner, tomorrow at 5:00 pm at the MPR.

**VII. Adjournment**

**Motion:** (Deherrera) to adjourn the meeting at 7:34 pm.

**Motion Carries.**

Internal Affairs Committee VP

**Signature**

Name: Samantha Andres

**Lyla Pehrson**

Minutes Approved On:

5/25/11

Date