ASI Concord Committee Meeting Minutes February 23rd, 2017

I. CALL TO ORDER 12:06 PM

II. ROLL CALL
Present: Erin Field, David Tom, Jessica Lucas, Fabiola Arnelas, Maria Isabel Bueso

Not Present: Erik Pinlac, Reza Khorasani

Late:

III. ACTION ITEM - Approval of the Agenda
Motion to approve the agenda by D. Tom, second by M. Bueso, motion PASSED.

IV. ACTION ITEM – Approval of the February 16th, 2017 Minutes
Motion to table this to the next meeting by D. Tom, second by J. Lucas, motion PASSED.

V. PUBLIC COMMENT – Public Comment is intended as a time for any member of the public to address the committee on any issues affecting ASI and/or the California State University, East Bay.
Isaac Ariano would like to set up his board game club; he will be setting up at the rare disease day. E. Field told Isaac Ariano that there are snacks left from past events so the club can always take those snacks since the event is a couple of days ago.

7:00

VI. UNFINISHED ITEMS:

VII. NEW BUSINESS ITEMS:

A. ACTION ITEM— Professionalism/Etiquette Workshops and Banquet Budget
Committee took action on a budget for the Professionalism/Etiquette workshops and Banquet.
Motion to approve the budget for Professionalism/Etiquette Workshops and Banquet for no more than $3,000 if we can get the support of the board if it is over the budget by F. Arnelas, second by D. Tom, motion PASSED.

They would like to use up their budget but first need to make sure that the board is willing to help budget for future events since the Concord committee has a limited budget.

13:33

B. DISCUSSION— ASI Events Updates
The Committee discussed any updates for events. M. Bueso stated that all the decorations and meals have been covered and are ready. There will also be photo booths, walkathons, raffles, henna tattoos, t-shirts and much more. This is all for rare
C. DISCUSSION ITEM— Assignments of Roles
The Committee worked together to assign roles for tasks. E. Field discussed with each member to think of positions in which they could possibly exceed at. D. Tom can help setting up equipment or organizing what is needed. E. Field would like everything to be delegated and for members to specifically know what it is they are going to do to make sure that everything will be taken care of. For Cocoa and Cram everyone will be doing the same thing which will be watching over the items and making sure everyone is enjoying themselves. There will be a way for everyone to agree on the dates they will be available. There will be sheets for students to volunteer and there will be a ‘training day’ so that everyone could be on the same page and know exactly what needs to be done.

D. DISCUSSION ITEM—ASI Event Forms
Committee discussed types of forms such as Special Event, Marketing and Event Report forms. There is not a structured form as of now but we will be working on it. The marketing form will need to be filled out for every single event in order to be promoted in any way that it is needed. If the members could print out the forms and fill them out as to what could be added or changed. There will be reports for after the events on their thoughts.

VIII. ROUND TABLE REMARKS
E. Field: Thanks everyone for attending. The meeting for next week is not finalized.
F. Arnelas: there is a meeting next week and Rare Disease Day is next week as well.

IX. ADJOURNMENT 12:57 PM

Minutes Reviewed by:
Chair, Concord Campus
Name: Erin Field

Minutes Reviewed on:
4-13-17
Date: