**Legislative Affairs Committee Meeting Minutes for April 6th, 2012**

1. **Call to Order:** Director **Symonds** calls meeting to order at **2:13pm.**

\*indicates members present at the start of the meeting

1. **Roll Call**

Members Present Absent Members Guests

\*Courtney Symonds Lyla Pehrson Randy Saffold

\*Sita Seam-Rao Chris Prado

\*Laurel O’Brien Stan Hebert

\*Jerry Chang

\*Abby Andrade

\*Ian Crueldad

1. **Action Item** - Approval of the Agenda

**Motion: (Symonds) to approve the agenda.**

**Motion Carries.**

1. **Action Item** - Approval of the March 23rd, 2012 Minutes

**Motion: (Crueldad) to approve the March, 23rd, 2012 Minutes.**

**Motion Carries.**

1. **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.

No Public Comment

1. **Informational Item –** Debate

Director **Symonds** states that the committee will have a discussion about what they have been working on and what needs to be finalized for the Debate Event. The board approved the funds for the reception, the decorations, as well as extra campus police if we need them. We are still waiting to hear back from the campus police department. **Chang** states that there was a follow-up email sent to UPD, but there hasn’t been a response. ED **Saffold** states he will forward the follow-up email to Chief Hodges of the UPD so that he knows the department hasn’t gotten back to us and to get action on this as soon as possible. **Crueldad** states that he contacted the chief, and the chief stated to contact him once there was a set date. We were each given different assignments for this event, but because I was no longer in charge of contacting UPD; I decided not to email him back the information. ED **Saffold** states that he will forward the email with the revised date so that we can move forward with this. Director **Symonds** states that she set up a new deadline for the RSVP’s which was sent out to the candidates.

I hope everyone contacts their candidates to inform them about the date that they need to get back to us, so that we can have a date to go off. Director **Symonds** states that she created an EventBrite event for people to sign up for their tickets. When we are speaking in classes and sending out emails, it is important to get the EventBrite cite printed out to people so that they’ll have a place to sign up and reserve their ticket. We’ll get a head count of how many people are coming. One of the reasons why I am trying to get people to commit to this is because we need to work on scheduling and we can inform them about the times of each race. Once I get the final number of candidates, I will inform the committee of who all is attending. We need to start contacting clubs before the end of next week so that we can get our questions for the debate. **O’Brien** states that she is talking to the Environmental Science Department. Director **Symonds** tells **O’Brien** that it is important to talk to the department and ask them to send an email out to all of the students and ask them to submit questions. Director **Symonds** states that she’ll work on a template for the committee to send out in the emails. Director **Symonds** asks **Andrade** if she booked any rooms. **Andrade** states that the Green Room had to be booked online; I haven’t received an approval for it. I emailed Arthur from the Diversity Center, but he didn’t email me back; I submitted the form for reservation yesterday. Director **Symonds** states that room 311 will also be available. ED **Saffold** states that the diversity center only holds fifty people. You would have to reconfigure it in a way that it is not easy to bring in many chairs, whereas in the Bayview room, it is easy to set up chairs. Director **Symonds** states that room 311 is on hold for us. The Diversity Center might be a good option for a green room. ED **Saffold** states that it may be tough to have it as a green room if the staff is still working in there. **Andrade** states that the Diversity Center closes at 7pm. I reserved it from 2pm-9pm if we wanted to have the Earth Day event earlier in the day, and towards the end of the day we’ll have the debate. Although they close at seven; as long as someone in charge is there it can stay open until 9pm. Director **Symonds** asks the committee if they want to continue with the plan to use the diversity center as an overflow room, or if they want to go with a bigger room. **Chang** states that it does not have to be an official room, but we can still telecast the debate in the Diversity Center for whoever wants to go there. Director **Symonds** states that we need to start contacting out VIP’s for the event. We should divide up that list. **Chang** states that the list is up to date. Director **Symonds** states that Mark Laluan will be attending the republican meetings with her to get in touch with them. Director **Symonds** asks if there is anyone in the committee looking into emailing the democratic groups. We should first look at inviting our local officials and then start looking at groups. I would suggest dividing the list so that we can make a template email to be sent out. Chair **Symonds** states at the debate the committee cannot distribute materials for specific candidates. The different political clubs can be involved in this. **Ream-Rao** inquires if ASI can right something in support of a bill or anything of that nature. ED **Saffold** states that ASI has written resolutions on AB 540, but ASI has to really make sure they stay away from doing anything specifically for any political candidate because that’s to easily tied back into violations of articles within the cooperation. Chair **Symonds** indicates that it is really important for this specific event that we stay committed to the organization and not affiliate ourselves with the political

 parties handing out the flyers. ED **Saffold** states that the committee members are acting as agents under the ASI cooperation and we don’t want to expose the cooperation to any troubles. **Chang** states that there will be an updated list sent out with the candidates contact information. Chair **Symonds** indicates that she will be working on a template email to send out to everyone. She also states that she is still in contact with Mark Laluan who’s the president of the republican club and he does not know how much pressure can be put on the republican candidates. He states that he’s not sure how many of them would have strong interests but he indicates that he would help out in ways that he could by going to some of the republican club meetings. Chair **Symonds** states that she also received an email from the president of the Republican Club of Alameda County and indicated that she’s trying to get candidates to come show support at the Debate.

The committee discusses which committee members will be contacting the candidates.

ED **Saffold** states that Garvin just sent him the revised poster for the Debate Event but it is not viewable on the IPAD.

Chair **Symonds** was able to open the poster and showed it to the committee members.

The committee discusses necessary changes that may be made for the event.

Chair **Symonds** states that the schedule can be finalized once the committee knows for sure who will be attending the event.

The committee discusses that the reception time should be shortened especially being that it is before Debate Event.

**Ream- Rao** indicates that if there is an extensive break time between the reception and the debate students would just come and get the food and not stay for the actual debate.

ED **Saffold** states that food is usually the incentive to draw students in.

The committee decides on the reception being a half hour 4:30pm to 5:00pm.

The candidates can come at 4pm for the tour.

Chair **Symonds** states that the moderators have changed; she will be moderating with one other person. President **Prado** will be involved in some kind of speaking roll. If the president attends the event we can see if he would like to introduce some of the candidates as well as **Prado**. There is a list of committee members signed up to MC the event; if the MC’s can figure out a way to keep the student’s interest during the breaks.

ED **Saffold** asks if an item in regards to translators and translation apparatus can be on the agenda for the following Legislative Affairs Committee Meeting as an investigatory thing, if you only get 300 people that would be great because the target audience is the students of CSUEB. But what if there are five hundred students there would need to be translations available for some students with special needs. Do we need to have someone doing signing, this can be indicated on the poster for students planning on attending the event to let ASI know in advance. We can attempt to accommodate but cannot guarantee that there will be. The campus can do this but they do charge.

Chair **Symonds** mentions by the next committee meeting she wants to find out about parking. ED **Saffold** states that parking is handled by the foundations, in which it is $6.00 to park on-campus. There are three to four events per year in which they do not charge for parking but this has to be approved well in advance. People attending this event may

 have to pay for parking we just have to make sure that we indicate where they go to pay for parking. To arrange parking permits for the candidates Sneh is the person to contact.

 **9:58-53:35**

1. **Information Item -** Earth Day Event

**Chair Symonds** asks if the committee would still like to have the Earth Day Event before the Debate.

**Ream-Rao** states that she has spoke with Professor Eagan about attending the event to come and discuss environmental views and she also has Professor Collins this quarter so it is possible to have him attend the event as well.

**Chair Symonds** states that the Earth Day Event is still scheduled for the same day of the Debate Event but it would be well before that event. Also Professor Eagan and Collins are coming to speak which is going to make up the Earth Day Event.

**Ream- Rao** states that a showing of the movie: An Inconvenient Truth can take place at the Earth Day Event.

Chair **Symonds** indicates that the committee would have to figure out times in which the movie will be showed and the professors would be speaking.

**Ream-Rao** states that she can email Professor Collins in regards to movies that can be showed at the event.

The committee discusses where the Earth Day Event will take place.

Chair **Symonds** indicates that the only problem with the Bay View Room is that it would have a glare when it comes to the viewing of a film during the day.

Chair **Symonds** states that she will be sending out an email in regards to the room for the Earth Day Event

1. **Roundtable Remarks**

Chair **Symonds** states that April 20th- 23rd is the CHESS Conference in Sacramento.The students that attend will participate in leadership training sessions and lobbying training sessions. On Monday there will be lobbying appointments with the local legislature. All the committee members are on the Lobby Corps committee and states that she would like them to attend if possible.

**Sita Ream-Rao** can attend.

**Jerry Chang** can attend.

1. **Adjournment**

**Motion: () to adjourn meeting at 3:20pm.**

 **Motion carries.**

**Minutes Reviewed and Approved By/On:**

 **Legislative Affairs Committee Chair**

 **Name: Courtney Symonds**

 **Minutes Approved On:**

 **05-04-12\_\_\_\_\_\_\_**

 **Date:**