**Legislative Affairs Committee Meeting Minutes for April 13th, 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 Ream-Rao Christopher Prado

\*Jerry Chang Stan Hebert

\*Abby Andrade

\*Ian Crueldad

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

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

**Motion: (Crueldad) to make a friendly amendment to the agenda.**

**Amendment I: to add an information item on the Middle Class Scholarship Act**

**Amendment Carries.**

**Motion Carries as Amended.**

1. **Action Item** - Approval of the April 6th, 2012 Minutes

**Motion**: **(Chang) to approve the April 6th, 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** yields the floor to the committee to discuss the updates on planning the Debate in terms of contacting people, clubs and orgs, and departments on campus. Director **Symonds** states that she sent emails to the Model UN club and attended their meeting yesterday. I spoke about the debate as well as collected questions from them.

**Crueldad** informs the committee of the list of names of the people in which he contacted that will or will not be attending the Debate.

**Chang** states that he contacted to VIP’s for the debate. We are still trying to contact the school clubs and orgs. There is no contact information; we only have the list of the clubs and orgs on campus. **Andrade** states that there is a list of all the clubs and

Orgs on the school website that contains their contact information. Not all clubs include their emails, but there are phone numbers. Some clubs do not have any contact information.

**Chang** states that he’ll send emails out today to the clubs and orgs that provide email addresses. Director **Symonds** states since the clubs have not been contacted yet; we are extending the deadline for questions until Tuesday. The questions will then be sent out the following Wednesday.

**Ream-Rao** states that she recently sent the emails out to specific non-running candidates which are the VIP’s. I received questions about what would be expected from the debate. They said that they will get back to us on whether or not they will be attending. I will email my contacts to inform them that the deadline for questions has extended.

**Andrade** states that one person whom she contacted will be attending, but Pete Stark is still a “maybe”. **Director** Symonds states that Pete Stark had confirmed that he was not going to attend the debate. **Andrade** states that Pete Stark called her back and left a message asking for more information about the event. **Crueldad** states that he had already emailed Pete Stark all of the debate information.

Director **Symonds** states that one question we can asks ourselves as a committee is if we want to include the representatives of the candidates who cannot attend to debate on the candidate’s behalf.

ED **Saffold** suggests doing a forum if a candidate cannot attend. **Chang** agrees and states that if an actual candidate is not present there can be a forum.

ED **Saffold** states that by not having a candidate attend puts other candidates in a disadvantage. You can allow representatives to come and be a part of a forum or you can allow them to make a statement on behalf of the candidate, but not have them engage in the debate.

**Andrade** states that she contacted the Diversity Center about the reservation, but never received an email back. What was the Diversity Center going to be reserved for?

Director **Symonds** states that the Diversity Center was thought to be used as an overflow room, but there was a concern that it was going to be too small for an overflow room. **Andrade** states that she initially thought that the reservation made with the Diversity Center was for the Earth Day event. Director **Symonds** states that it will be used for the Earth Day event, but it can also be used as a back-up overflow room if needed. We also have University Union room 311 as an overflow room.

ED **Saffold** states that he put together a sample event plan for the committee. This is a simple event plan that is much more elaborate. I think your event plan would fall under this simple event plan model. It’s important that all the ideas within the committee are written down. It is not real until someone physically writes it. It is important that the committee creates an event timeline. ED **Saffold** guides the committee through the sample event plan model. If you guys stick to your event plan, you will have a pretty good event.

**Andrade** asks what the status of the flyers is. Director **Symonds** states that Garvin

had sent the flyer that is currently posted. We sent him the edits to it and I’ve seen them posted around. I can forward the committee the flyer that Garvin sent out.

**Crueldad** states that we need to set up the times for the senate races.

Director **Symonds** states that we will be working on two things. We are going to create the event plan and start scheduling based on what we know. Maybe the congressional race should be last since it is the biggest one. After we do the event plan, we will set up the specific times. Director **Symonds** asks the committee what they prefer the start-up time should be. The committee agrees to have the start-up time at 3pm. Director **Symonds** states the specific times of the event as follows:

* Event time 4:30pm-9:00pm
* Clean-up 9:00pm-10:00pm
* Tour starting at 4:00pm

The committee discusses the tour.

Chair **Symonds** states that there will be a program prepared by Garvin. Also committee member Jerry had an idea which involved the people coming in for the logistics acting as ushers, leading people to the other rooms if necessary. This will possibly include Jonathan Stoll and some of his staff and a few board members.

 The committee discusses the goal of the event.

* Engaging students in a political event.

Chair **Symonds** mentions that the debate consists of mostly Congressional and Assembly people. The committee will see about Hancock being present at the event.

**Ream-Rao** mentioned that it would be a great idea to have an elected official present at the Debate Event, and to make sure that she mentions how it’s a good idea that East Bay is putting on this political engagement.

The committee discusses decorations for the event.

Chair **Symonds** states that there has to be someone picking up the voter registration forms.

**Andrade** mentions that there are some decorations at party city available for the Debate Event.

**Ream-Rao** mentions that her professor stated that if there was a debate between a republican and a democrat he would be bringing his class to the event. Also emailed Professor Salinas; asking to bring his class.

**Crueldad** states that the candidates from districts have been invited. Which districts are these candidates from?

Chair **Symonds** states that Assembly District 20 has a large amount of people. Between 5pm and 6:30pm there will be the U.S Congressional. We have to figure out a way to plan this so that the questions will last for a descent amount of time.

**Ream-Rao** states that she would not see any problems when it comes to timing being that politicians can debate for a long amount of time if allowed.
Chair **Symonds** states that the 18th Assembly District has two people attending; District 20 has four out of the five people running attending the debate.

There should also be a sub-committee meeting before the debate on Tuesday evening to go through all the questions.

Chair **Symonds** states that the event timeline, site plan, operational notes, and scheduling needs to be finalized.

The committee members discuss the media for the event.

Chair **Symonds** states that the template will be going out no later than Monday.

The committee discusses the Timeline of the event

Chair **Symonds** states that she can type the timeline up and send it out to the committee members.

The committee discusses the set-up of the chairs and where the candidates will be sitting at the event in which the committee highlights the following:

* 4 table podiums
* 1 standing podium
* Reserve 30 chairs for candidates

**Chang** states let’s have a soft copy of the flyer, a link to the Event Bright Ticket Page, and the schedule. These three things will be put together and sent out to everyone. This would enable us to get an idea of how many people would be showing up based on how many tickets have been sold via online.
Chair **Symonds** states that we are asking people to RSVP by next Friday, for the head count in regards to the food that will be served.

The committee discusses having a subcommittee meeting Monday.

1. **Information Item - Middle Class Scholarship Act**

Chair **Symonds** yields the floor to committee member Ian Crueldad who highlights the following:

**Crueldad** states that he has a packet in regards to the scholarship act in which the school would have to gather five hundred signatures.

Chair **Symonds** states that she has to speak to ED **Saffold** in regards to getting signatures for the scholarship act. She has to make sure that it is in the Bylaws that this can take place by the Legislative and Lobby Core committees if not then the Democratic Club can assist in doing this.

1. **Roundtable Remarks**

Chair **Symonds** states that the Weicoski’s Office that she interns for stated that they would like someone who receives a Cal Grant comes to Sacramento in regards to the legislation that will be discussed.

The committee will try to find a few students who receive the Cal Grant.

1. **Adjournment**

**Motion: () to adjourn meeting at 3:15pm**

**Motion carries.**

**Legislative Affairs Committee Chair**

**Name: Courtney Symonds**

**Minutes Approved On:**

**May 18th, 2012**

**Date:**