

**Executive Committee Special Meeting Minutes of September 11, 2013**

I. CALL TO ORDER: President **Xiong** calls meeting to order at **12:06 PM.**

II. ROLL CALL

Members Present

Michelle C. Xiong  
Erik Pinlac  
Thamer Fahad Alhathal  
Katrina-Mari Mayol  
Marie Alexandra R. Ibarra

Absent Members

Stan Hebert

Guests

Randy Saffold  
Raymund Cruz  
Chris Gallagher

III. ACTION ITEM - **Approval of the Agenda**

**Motion: (Pinlac) to approve the Agenda.**

**Motion Carries.**

IV. ACTION ITEM- **Approval of the August 29, 2013 Minutes**

**President Xiong approves the minutes of August 29, 2013.**

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.**

No Public Comment.

VI. ACTION ITEM– **Finalization of adoption of changes to Bylaws and Articles of Incorporation**

President **Xiong** yields the floor to ED **Saffold** and he highlights the following:

- They are going to readopt the resolution because the past documents didn't have the presidents' signature on them
- ED **Saffold** further reads the resolutions to the committee

**Motion: (Pinlac) to adopt both the Ex COM 2013-8R and the BOD 2012-4R resolutions.**

**Motion Carries.**

**08:59**

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VII. ACTION ITEM- **Adoption of proposed changes to number of seats in the committee code for the Finance Committee**

President **Xiong** states that the proposed changes were to go from 5 to 3 seats on the Finance Committee.

**Motion: (Alhathal) to adopt the proposed changes to the number of seats in the committee code for the Finance Committee.**

**Motion Carries.**

**11:30**

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*"Students working for Students!"*

VIII. ACTION ITEM - **Adoption of changes to the Signature Authority Document**

President **Xiong** yields the floor to ED **Saffold** and he highlights the following:

- If they are ever down a significant staff member that has signature authority, they want to have in place 3 backup staff members that can sign.
- The board actually has 6 members that have signature authority.
- They want to add the business services manager as the fourth person that has signature authority.

**Motion: (Ibarra) to adopt the changes to the Signature Authority Document.**

**Motion Carries.**

**Amendment I: (Pinlac) to adopt the resolution EXCOM 2013-9R which is the resolution to update the changes to the Signature Authority Document.**

**Motion Carries as Amended.**

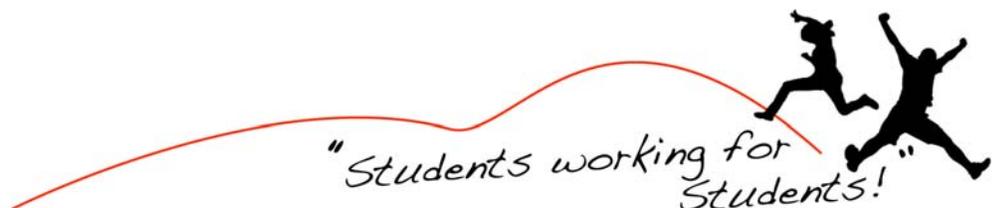
**14:30**

IX. INFORMATION ITEM – **Club Funding Changes**

President **Xiong** yields the floor to VP **Alhathal** and he highlights the following:

- Last year the funding forms were split a certain way, this year he wants to change the forms. For example, foods to \$500 instead of \$600.
- Wants to have all of the clubs/orgs get a credit of \$200 to be used towards anything they choose.
- VP **Pinlac** explains the difference between miscellaneous and credit; he states that you can't just add clothing to miscellaneous and miscellaneous is used more for supply purposes.
- ED **Saffold** mentions that he has spoken with VP **Alhathal** about this proposal and he highly supports it. ED **Saffold** mentions that it is less restrictive.
- President **Xiong** mentions about the speaker/artist fee allowance of \$900 being decreased, and states how she supports this because not all clubs/orgs get speakers
- The committee states that the budget for the clubs/orgs is still the same; each items allotted amount has just been redistributed.
- VP **Alhathal** mentions the spending cost of last year and presents his goals for this year
- VP **Pinlac** mentions how students aren't really recognized in the fall, winter is when clubs/orgs really take advantage of the funding from ASI, and spring is when students have bigger events but there are less of them
- ED **Saffold** mentions that as they are doing their funding and approvals to make sure that someone looks to see if any of the clubs/orgs events interfere with other ASI events.
  - VP **Pinlac** states that this depends on the size of the event
  - ED **Saffold** mentions that if the events are in direct correlation information-wise with each other, this is something they need to look out for

**25:28**



X. INFORMATION ITEM– **Associate Director of Programming and Marketing**

President **Xiong** addresses the following:

- VP **Pinlac**, ED **Saffold**, and herself have discussed that rather than having a Director of RAW right now, they can begin looking for the Associate Director of Programming and Marketing

ED **Saffold** mentions the following:

- His goal is to have two Associate Directors: one Associate Director will report directly to him and be over all of the business operations of the organization and the other Associate Director will be responsible for all of the programming and activities
- He was grooming the last RAW Director, for the last two years, to become this person
- They have made the decision to fill the position of Associate Director of Programming and Marketing now, but if they ever need the other Associate Director/RAW Director then they can always backfill that position but they would still need an Associate Director of Programming and Marketing, due to the growth of ASI.
- His time gets pulled away often for other things but this position would allow him to have more time to dedicate to board activities/work and different things on the business side
- The Associate Director of Programming and Marketing makes more money than a RAW Director but he has found this money from Garvin Tso leaving – this will compensate for the fee difference in the positions
  - ED **Saffold** clarifies that the Associate Director of Programming and Marketing isn't replacing the RAW Director, the RAW Director position will still be there but it will be unfilled at this time

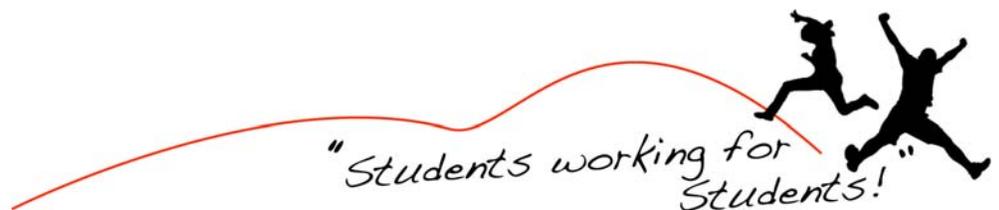
29:52

XI. ROUND TABLE REMARKS

**Pinlac**: They will be having a Personnel Committee meeting tomorrow at 10 AM. They will be discussing the last item from this agenda and committee placement. **Mayol** states that she cannot attend the meeting tomorrow.

**Saffold**: Informs that it isn't appropriate to have club funding as a discussion item during the Personnel Committee meeting tomorrow. They should share all of their materials with marketing early so marketing can already be in the process of getting started on things.

**Saffold**: Communique went out today regarding there being a new division of student affairs. Stan **Hebert** will be the interim of this new division and he wants the committee to be prepared for playing a big role in this new division – as far as, word getting out to the campus regarding it.



**Saffold:** All of the new copy service contracts are in place and the new machines have been put into offices. Now they will have better printing in the office and RAW and more reliable printing in marketing which will allow them to do internal materials on levels that they haven't before. In marketing, the printer can do up to 19x13 posters – they can inform marketing when they need posters; i.e. for tabling. The University will be taking over desktop support which will allow Pritesh to focus on the marketing aspects of ASI. For them to let Sneh know if one of their computers is down so she can put in a ticket request and she'll know which computer is having issues when the people come to fix the computer. They will be developing a new relationship with the help desk for computer support and also they're ordering new chairs for the board room.

**Ibarra:** Has sent information about the discount program to **Saffold** and the rest of the committee members.

**Xiong:** The retreat is coming up and the Executive Committee needs to decide how they're going to do their report at the retreat. The Police Advisory Board campus-wide committee is having a campus safety week in October and each day will be dedicated to a different topic. She's looking forward to them hosting CSSA and would like for the committee to get together sometime next week after the retreat to put their ideas together on how they want the rest of the board members to attend this.

## XII. ADJOURNMENT#

Meeting adjourned at **12:43 PM.**

Minutes Reviewed by:

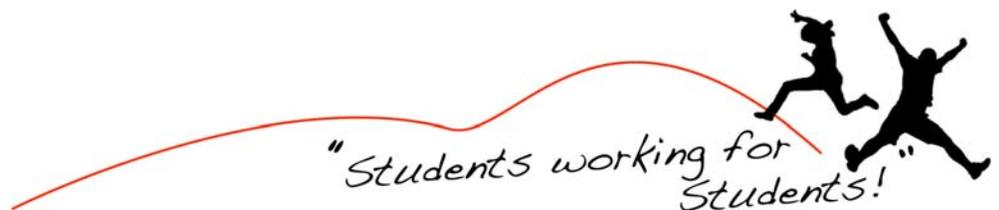
**ASI President**

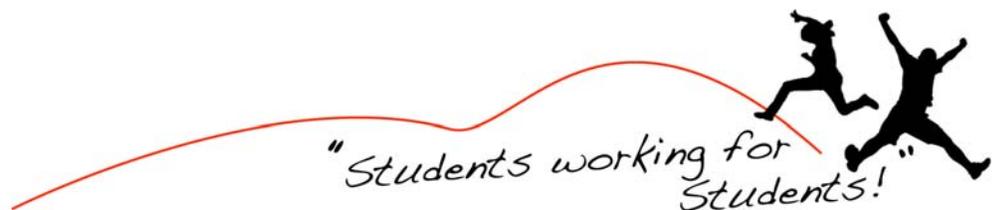
**Name: Michelle Xiong**

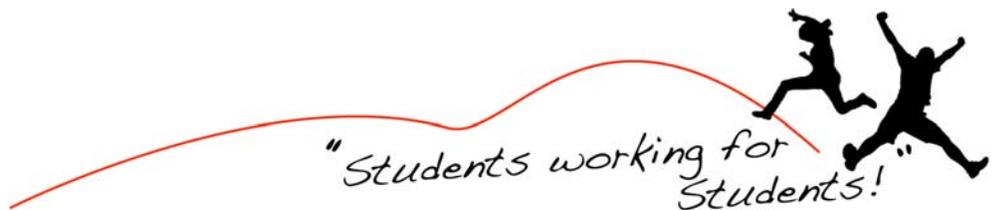
Minute Approved on:

9/ /13

Date:









**ASSOCIATED STUDENTS**  
**CAL STATE EAST BAY**

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