**Executive Committee Special Meeting Minutes of August 3rd, 2015**

1. CALL TO ORDER: President **Lopez** calls meeting to order at **4:34PM.**
2. ROLL CALL

|  |  |  |
| --- | --- | --- |
| Members Present | Absent Members | Guests |
| David Lopez | Martin Castillo |  |
| Stacey Acosta | Erik Pinlac |  |
| Janeesha Jones |  |  |
| Kevin Rojas  |  |  |
| Luis Cardenas |  |  |
|  |  |  |

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

**Motion: (Acosta) to amend the agenda under old business item to add B. Discussion Item-Health and Safety Fair.**

**Motion carries**

1. PUBLIC COMMENT **– Public Comment is intended as a time for any member of the public to address the board on any issues affecting ASI and/or the California State University, East Bay.**

No Public Comment.

1. OLD BUSINESS ITEMS:
	1. ACTION ITEM – **Senator, College of Education and Allied Studies Applicant (Closed Session)**

**Motion: (Acosta) to go into Closed Session for Senator of CEAS applicant.**

**Motion carries.**

**Enters Closed Session at 4:37PM.**

**2:53**

 **Returned from Closed Session at 4:48PM.**

 **President Lopez said they discussed the applicant for the Senator of CEAS pros**

 **and cons.**

 **Motion: (Rojas) to appoint Joanna Chavez as the new ASI Senator of CEAS and asks**

 **for a roll call vote. Vote wins 5-0.**

 **Motion carries.**

* 1. DISCUSSION ITEM **–Health and Safety Fair**
* President **Lopez** said the reason for this new addition to the agenda is because he got an email from one of the officers who is in charge of the event. **Michael Elder** wanted to know if ASI would assist the event. The last time this event was brought up they discussed the $3,000 earth quake simulator and whether ASI would fund it. They can discuss whether to give the whole budget or a portion of it.
* VP of Finance **Jones** said she would rather wait to see what net proceeds they have before they commit to any amount. She thinks they should commit a portion of the amount for the simulator and not the whole thing.
* VP of External Affairs **Cardenas** asked if they funded them 40% or 50% if the Health and Wellness committee would be able to pay the rest.
* President **Lopez** said they would be able to. Right now **Michael Elder** is asking for either full funding or a portion. **Michael Elder** is getting a portion from **Chief Sheryl** **Boykins** and other organizations involved. Everyone has a specific task for example; **Jennifer Luna** the manager of health and wellness is in charge of getting tables for the event. They have Student Life, ASI, Student Health and Wellness and a few officers participating. It is a week-long event, but the actual Health and Wellness fair is a day.
* Executive VP **Acosta** asked if all the organizations are paying a portion for the simulator or for the fair itself.
* President **Lopez** said the fair itself. He said they do not need to specifically say here is $3,000 for the earth quake shaker, they can say here is such amount for the Health and Safety fair to be used whichever way they see fit.
* Executive VP **Acosta** said she wouldn’t mind giving them any portion of the amount they need because they are willing to accept anything and it would be nice to aid them.
* VP of Finance **Jones** said she agrees and that it would be good marketing for ASI to be encouraging an event that will benefit all students. She thinks they should talk about the percentage of the money that should be donated to any part of the fair, not just the simulator. It would be good to have ASI recognized for contributing to the fair in its entirety and not just the simulator.
* President **Lopez** asked if there were any other discussions and seeing that there were none he concluded with saying he will talk to **Michael Elder** about this and see what the total budget is. Next Monday on August 10th they will have this on their agenda for an action item.
* VP of Finance **Jones** asked to be Cc’d for that email.

**9:00**

1. NEW BUSINESS ITEMS:
	1. DISCUSSION ITEM – **Committee Transition Binders**

President **Lopez** yields the floor to VP of Internal Affairs **Rojas.**

* VP of Internal Affairs **Rojas** said that everyone was supposed to get a binder to have as a guideline of what to expect for their position. He doesn’t think any board members have received a binder.
* He thinks it’s a great idea to work on a binder this year and add to it throughout the year so the next year’s board could have a smoother transition.
* VP of External Affairs **Cardenas** asked how VP of Internal Affairs **Rojas** plans on enforcing this.
* VP of Internal Affairs **Rojas** said he hasn’t thought about how to enforce it yet but he did think of the different things that can be put into the binders, such as Roberts Rules.
* VP of Finance **Jones** said she thinks the binder is a great idea. She wants to come from a historical perspective of how the old committees were supposed to make a binder last year. None of the current members got a binder from last year except for a blue one that everyone has received made by last year’s Executive VP **Marie Ibarra** which included an outline of what is expected of each position. VP of Finance **Jones** thinks it is a great idea to build off of that blue binder. Her suggestion would be to put any and all work that the previous position did especially emphasizing policies. In terms of the binder and implementing it she suggests making it a task that is revisited throughout the year.
* President **Lopez** said that VP of Internal Affairs **Rojas** brought this up last week and as a former board member who did not do the binder he admits it does get tough to work on a binder at the end of the term. He thinks this should be implemented in the code of conduct, committee codes, bylaws or created in a completely new transition document that requires the members to submit files to the binder for next year’s board. In the past with every event they do a debrief and send it in to Administrative Assistant to the Board of Directors **Sneh Sharma**. They now use detailed program outlines for every event they want to have. These outlines can go into the binder. He can keep a file for everyone in his office throughout the year for everyone until they get their binder started.
* Executive VP **Acosta** said currently she has a file for everyone and so far she has been making note of what everyone has been doing. She tends to get copies and put them in the files. She will continue that.
* President **Lopez** said they will look into how to format the binders for VP of Internal Affairs **Rojas.**
* VP of Internal Affairs **Rojas** said it sounds good. He said feel free to tell him any ideas.

**14:25**

* 1. DISCUSSION ITEM – **Oakland Raider Tickets**

President **Lopez** yields the floor to Executive VP **Acosta**

* Executive VP **Acosta** said they are looking at discounted tickets that the students would use and enjoy. Right now they are looking into football Raiders discounted tickets. They are looking at the schedule for when the team will be playing in Oakland so they can pick which games to purchase tickets and sell to the students at discounted prices. They get prizes for when you order a certain amount of tickets. For example, when you order 20 tickets you get score board recognition, 50 tickets you get post game photo with the entire group done professionally, 100 tickets is a sideline star watch where you can go to the side line and watch the football players play. When you order 200 tickets you have a designated tailgate area. One of the questions she and Director of Programming **Sharma** had was if they did get 200 tickets if they would get the prize from the lower ticket prizes too. **Jack Keys** said when you get 200 tickets those tickets are like money, you can get the sideline star watch and two post game photos. The minimum per game is 20 tickets. They want to know how many tickets to order and a price for the students.
* President **Lopez** said the most recent email he got back from **Jack Keys** said, “Yes you would be able to do both a photo with 50 tickets and score board recognition with 20 tickets if you purchased 100. However if you wanted to use 100 tickets for sideline star watch you wouldn’t be able to get everything.”
* President **Lopez** said this is going to be brought up to Excom again as an action item for the budget on how many tickets they want. **Lil-Brown Parker** is taking charge of this because it goes through the CSRs and they sell it for ASI. It will come out of the programming initiative budget.
* VP of Finance **Jones** asked because the tickets are sold in grouping if they were to get 200 tickets, would it be for that game or any game at all.
* President **Lopez** said they would split it up 100 for one game, 100 for another or something like that.
* Executive VP **Acosta** said there are four games in Oakland the Ravens, September 20th, Jets November 11th, Vikings November 15th, and Chiefs December 6th. So an idea could be 20 tickets per game.
* VP of Finance **Jones** asked if whoever goes to the game with the sideline star watch gets to participate in it for any of those 4 games or is it just for that one game.
* President **Lopez** said it depends on how they do it. For example the 100 tickets for the sideline could be used for two games. If anyone has any more questions they can talk to **Lil-Brown Parker** who has been in contact with **Jack Keys.**

**19:35**

1. ROUNDTABLE REMARKS

**Lopez:** CSUnity is this weekend and the dress code is school spirit except for on Saturday night which will be business casual. There will be workshops according to the CSUnity agenda that is not released currently, but once it is released people will be assigned their workshops to attend. They are also working on their layout for the fall retreat on September 14th-18th. Day one speakers include **Dr. Rush Woods, Martin Castillo, Marguerite Hinrichs, Stan Hebert, Jillian Buckholz, Julie Wong, Tenaya Davis,** Provost **James Houpis, Dr. Barrett**, and **Jennifer Luna**. It is from 8AM-5:30PM. They have breakfast, two breaks and lunch.

1. ADJOUNMENT

Meeting adjourned at **5:06PM.**

Minutes Reviewed by:

**ASI President**

Name: David Lopez

Minutes Approved on:

**8-10-15**

Date:

