**Executive Committee Meeting Minutes of September 9th, 2015**

1. CALL TO ORDER: President **Lopez** calls meeting to order at **12:32PM.**
2. ROLL CALL

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

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

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

**Motion carries.**

**Amendment I: (Jones) to change Old Business Items: A. Discussion Item- Arrive Alive to Work Event (Time Certain 12:45PM-Corporal Elder change to Ronn Patton.**

**Motion carries.**

**Amendment II: (Jones) to change New Business Items: B. “Paychecks” to “Paychex” (Executive Director)**

**Motion carries.**

**Motion: (Acosta) to approve the revised agenda.**

**Motion carries.**

1. ACTION ITEM – **Approval of the Minutes of August 31st, 2015**

**Motion: (Cardenas) to approve the minutes of August 31st, 2015.**

**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. NEW BUSINESS ITEMS:
   1. DISCUSSION ITEM – **Interim Marketing Coordinator (Executive Director)**

President **Lopez** yields the floor to Executive Director **Pinlac.**

* Executive Director **Pinlac** said he chose his staff member. **Kayvon Mangabay** has worked for ASI before and he understands ASI’s needs and ways. **Kayvon Mangabay** knows what the previous marketing schemes have been. The process for him will take place within 6 months. If he is not chosen ASI has a pool of candidates who have applied that they can pull from.
* Executive Director **Pinlac** also knows **Kayvon Mangabay** because he worked with him before on a past Board.
* Associate VP of Student Affairs **Castillo** asked if **Kayvon Mangabay** is going to be hired as an hourly or salary employee.
* Executive Director **Pinlac** said they are going to do salary. He is hoping it all goes well with him.
* VP of Finance **Jones** asked when **Kayvon Mangabay** will be appointed.
* Executive Director **Pinlac** said he is hoping before October, but it depends on Accurate Background a new policy from the Chancellors Office stating that all auxiliaries and Universities have to implement within the company. Once the background passes and they are able to sign a contract, Executive Director **Pinlac** can make a job offering and go from there. **Kayvon Mangabay** currently works at the University through Duplicating Services.

**6:20**

* 1. DISCUSSION ITEM – **Paychex** **(Executive Director)**

President Lopez yields the floor to Executive Director **Pinlac**.

* Executive Director **Pinlac** said ASI moved to ADP when the foundation was much larger. Now that ASI is smaller the University recommended ASI to move to a new system. They are looking into Paychex whose target market is for smaller organizations to get better benefits, although the employees’ benefits are covered through CALPERS. Paychex is a cheaper system and they will have a slight savings from the cost recovery which is a fee ASI pays to the University to do their HR. If they are going to be doing it themselves the cost recovery would come back to ASI.

**8:08**

* 1. INFORMATION ITEM – **HR Coordinator (Executive Director)**
* Executive Director **Pinlac** said from the cost recovery they would be able to afford to employ an HR position. He still wants to talk to Paychex to see what the commitment level is for someone on site because if it is something that another employee can take charge of then they will give that duty to them. He is telling the Board now so they are informed with what will be happening when the switch from ADP happens.
* VP of Finance **Jones** asked for more information about the idea of money saved from cost recovery that would fund an HR Coordinator staff. She also repeated what Executive Director **Pinlac** said regarding one of the current staff members taking on the HR Coordinator job along with their usual duties.
* Executive Director **Pinlac** said he is not sure how much the job will entail and if they will need a coordinator or a full time staff member devoted to HR. Paychex will offer an HR professional that they can reach at all times.

The transmitting of payroll would be done here at ASI. Currently they have two people they work with, **Stefanie Broughton** works on the benefits and HR things and **Violie Solis** does the payroll.

* Executive Director **Pinlac** said in terms of the HR staff they could do a short term hire of three months with the potential of recruiting them. He has a meeting with HR people to see if they need a separation of powers.
* President **Lopez** said their Time Certain was present and it is **Corporal Elder.**

**11:27**

* 1. DISCUSSION ITEM – **Accurate Background (Executive Director)**
* Executive Director **Pinlac** said there shouldn’t be any upfront costs. The costs will be 30-40 dollars per person they want to screen.
* President **Lopez** said for the record Executive Director **Pinlac** combined all of his New Business items into a speech talking about 4 different items.
  1. DISCUSSION ITEM – **Code of Conduct**
* President **Lopez** said all of Excom received the Code of Conduct google doc where everyone put in their input. Looking at the document it states that it has to go through Excom for approval; it does not have to go through the Board. The Board has to be aware of the changes. He is going to go through changes of what they made so far and changes of what they are thinking of making.
* Under section 1.3 Respect for Persons, President **Lopez** yields the floor to VP of External Affairs **Cardenas** with his comment of changing the wording and then he will yield the floor to VP of Finance **Jones.** President **Lopez** said either he elaborate on the wording or make it more specific because personal behavior can be interpreted differently, maybe he meant to say personable behavior.
* VP of Finance **Jones** said she was reading through the document and she didn’t see a problem with it besides Director of Legislative Affairs **Garnica’s** edit.
* President **Lopez** said Director of Legislative Affairs **Garnica’s** edit was to put personal behavior at the end instead of the beginning. VP of External Affairs **Cardenas’s** edit was to take out personal behavior.
* VP of Finance **Jones** asked to read the statement for the minutes. “Members must be concerned for the welfare of all students in work to provide an environment that encourages personal growth, effectiveness, creativity and responsible citizenship. ASI regards member’s interactions personal behavior toward others as vital of the duties of their position.” She doesn’t think personal behavior needs to be changed.
* President **Lopez** said they will keep the statement like this then.
* Executive Director **Pinlac** said since he is the person that drafted this document, he got most of this document from Fresno State’s code of conduct. Also looking back there was a code of conduct in place, but this is the most current one.
* President **Lopez** said the next edit was Executive VP **Acosta’s.** He read what she wrote**,** “Members should avoid personal relationships with other members of the Board.” He asked if she wanted to elaborate on the statement.
* Executive VP **Acosta** said she and President **Lopez** talked about how they do not want there to be a conflict of interest and having members be in relationships could cause a conflict of interest.
* Associate VP of Student Affairs **Castillo** said it would be tough to regulate because what if people come onto the Board with pre-existing relationships, are they supposed to break up. He doesn’t know how they would do this.
* VP of Finance **Jones** said the only other way she can think of enforcing an edit would be to disclose with HR that a member is in a relationship with another member so it is on record and have the members’ sign that they are not going to be biased. Personal relationships can be interoperated as friendships and she doesn’t want to discredit that.
* VP of External Affairs **Cardenas** said he wouldn’t want this to be a focus of the Board to check up on each other and make sure no one is in a relationship. He asked what happened previously that caused this rule to be made.
* Executive Director **Pinlac** said he thinks in the past there have been relationships that have caused chaos within the Board. He does think as students it is going to be hard to regulate. He is more for some type of disclosure. As a member of the Board they do sign a conflict of interest paper so this statement can be included on it.
* President **Lopez** said for now they will cross this statement out and look into something saying if they have a relationship they can disclose that to HR.
* Under Section 1.6 Responsibilities and Expectations he added “In addition, all Board Members must meet with the Executive Vice President/Chief of Staff on a monthly basis. Also, Board Members must provide monthly reports to the Board at our B.O.D. meetings.” VP of Finance **Jones** had a comment that they discussed earlier. In terms of “month” they want to change it to “quarterly” reports because it will be hectic.
* They added to the phrase “In addition, it is also mandatory that members of the ASI Board of Directors be available to their constituents.” “The President is expected to serve a minimum of 4 hours per week of scheduled office hours, the Vice Presidents are expected to serve a minimum of 7 hours per week of scheduled office hours, the Directors are expected to serve a minimum of 5 hours per week of scheduled office hours, and the Senators are expected to serve a minimum of 4 hours per week of scheduled office hours. Within these parameters at least one hour is required to be spent outdoors tabling.” They changed the word “recommended” to “required” because all of the senators are required to table 4-6 hours a month. The members should all be consistent with each other.
* Four hours minimum per week for Senators to be in their office so students can come and speak to them with any questions or concerns. Directors have 5 hours minimum and VP’s 7 hours. The concern was the Presidents 4 hour, but it was 4 hours because President **Lopez** sits on 26 committees and he will not be able to be in
* the office at least 7 hours per week. He will be in the office whenever he is available. Looking at past Presidents they did not serve more than 5 hours in their office. He will have 4 hours set in the office for students to come and speak with him. He thinks 4 hours is ideal for his Presidency and future Presidents because he will be sitting on between 25-35 committees throughout the campus.
* Executive Director **Pinlac** said they should write somewhere for the students to read their posted hours in their office.
* VP of External Affairs **Cardenas** asked if they will all be tabling together or separate.
* President **Lopez** said it is going to be individually, but they can table together at their own discretion. Last year when he implemented this as VP of External to the Senators they would table in front of their college with his help. He said people can table together if they want.
* VP of External Affairs **Cardenas** asked if his hours would count if he was tabling with any of the Senators.
* President **Lopez** said yes He said there are exceptions though that they should put in the document. For example, when they handed out the movie tickets to students those hours counted as tabling because they were out there speaking to the students. He said this topic will be an action item at their next meeting.

**38:02**

* 1. DISCUSSION ITEM – **Set Agenda for Fall Board of Directors Meetings**
* President **Lopez** said they have been working on this document the majority of summer and he will display it on the screen for all the Board members present to see. In terms of how the agenda is looking the middle row is the B.O.D. meetings and to the right is Excom and Personal. They only have Personal meetings when there is an issue within the Board. Excom is supposed to meet bi-weekly. The next Excom will be September 21st. As of now they are staying consistent to the title 150 time slots. No one should have classes Mondays. They are having a meeting on September 21st because they need to discuss the club funding policy, Arrive Alive tour and the Health and Safety fair before school starts.
* Next week September 28th they have an Excom meeting at 12-1:50PM because he and Executive Director **Pinlac** were discussing setting the agenda for the Board and Excom. They would have the Directors discuss what they want to see on the agenda. They will create the agenda for the next meeting in their meetings. That’s why on the document it says prep for the October 7th Board meeting.
* There are going to be weeks in the schedule that look weird; he tried to be as consistent as possible, but that was a challenge because of holiday and vacations.
* September 30th will be their first official Board meeting from 12-1:50PM in the old UU307ABC.
* The following Wednesday they will have another Board meeting with the agenda that they prepped from September 28th.
* October 14th is going to be an Excom meeting to prep for the October 21st meeting.
* That following Monday they will have an Excom meeting to prep for the October 28th meeting.
* The next two Board meetings will be October 21st and 28th.
* Their next Excom meeting will be November 2nd to prep for the November 18th meeting. The reason why it is like this is because November 3rd President **Lopez** will not be here to chair the meeting and neither is the Vice chair, they will be in a conference.
* November 11th is a holiday that is why there is nothing going on in those two weeks.
* They will have a Board meeting November 18th, Excom November 23rd.
* Their last Board meeting for the quarter will be December 2nd.
* VP of Finance **Jones** asked once it is finalized can the EVP send out the invites through email for all of the Board members so they will have it in their calendars.
* Executive VP **Acosta** said she can do that.
* VP of Internal Affairs **Rojas** asked if Excom meetings are going to be on Mondays.
* President **Lopez** said they will alternate between Mondays and Wednesdays. He said they might have Personal the 21st seeing that Excom might take 2 hours. They will have Personal right after Excom. They do need to appoint a vice chair. There will be days where they may have to do an extra meeting, but they will have a 72 hour advance before.
* VP of Internal Affairs **Rojas** asked if they will have any meetings on Fridays.
* President **Lopez** said yes. Fridays are usually when a lot of Chairs have their meetings because Monday-Thursday students have classes and Fridays are usually open. They will have meetings on Fridays regardless if it’s their chair or someone else’s committee.

**43:40**

* 1. DISCUSSION ITEM – **Agenda Items for September 30th Board Meeting**
* President **Lopez** created the agenda for their first Board meeting. He pulled it up on the projector screen for everyone to see. They are approving the minutes of June 3rd, the last Board meeting they had. In New Business Items they will have introductions where they will go around the table introducing themselves. The five advisors will introduce themselves. Associate VP of Student Affairs **Castillo** will have a chance to introduce himself to the Board members he has not met.
* They will then go into Roberts Rules of order.
* Then they will have assignments of monthly reports. Executive VP **Acosta** will go into detail of what they are expecting in those reports.
* In club funding changes VP of Finance **Jones** will do a quick overview of what is going on in those changes.
* Then they will yield the floor to Director of Programming **Sharma** to speak about Programming Council events for that quarter and any signature events he is planning to have for that year.
* Then they will have their first round of special reports which will be all of Excom explaining any work they have done since July 1st to inform the whole Board. Some reports will be shorter than the other.
* VP of Finance **Jones** asked if they should have Director of Legislative Affairs **Garnica** give a report because he has been working all summer too.
* President **Lopez** said in the next Board meeting the following week they will discuss Director of Legislative Affairs **Garnica,** Director of Programming **Sharma** and Director of Wellness **Quiambao’s** reports that they did in the summer.
* In terms of the resolutions they decided not to bring them up for the first two meetings because they want the Board to adjust to Robert’s Rules. They want a full discussion and not just silence from the members joining this conversation.
* VP of Finance **Jones** asked if they should wait for Director of Programming Council **Sharma** to talk about his events on the following meeting.
* President **Lopez** said they have Programming Councils events on the agenda because two days after the meeting they have an event. Then they have rush week two weeks after that. The Board will know on Monday of the retreat from the letter he wrote the specific dates that the Board needs in their calendar. They have agenda meetings so they can decide what they want to talk about in their meetings. If the Board has any suggestions they can come to the Excom meetings to give their input during these prep-agenda meetings.
* VP of Finance **Jones** asked when they will be working on their Prezi reports.
* President **Lopez** said he will start the Prezi during the retreat and when they come back he will share it with Excom so they can add their inputs.
* Associate VP of Student Affairs **Castillo** asked if President **Lopez** was going to add an action item for **Corporal Elder’s** request.
* President **Lopez** said the budgets will have to be put on the first official full Board agenda. He thanked Associate VP of Student Affairs **Castillo** for the reminder.
* Executive Director **Pinlac** said the same thing goes for a lot of his items he discussed that have to go to action items.
* President **Lopez** said all the discussions they are having now will have to be brought back as action items.
* VP of Finance **Jones** said because they have to go over the club funding policy again if they should she make it an information item and then next meeting an action item.
* President **Lopez** said they will put it as a discussion item for the 21st meeting and on the 30th it will be an action item.

**49:54**

1. OLD BUSINESS ITEMS:
   1. DISCUSSION ITEM – **Arrive Alive to Work Event (Time Certain 12:45PM – Ronn Patton to Corporal Elder)**

President **Lopez** yields the floor to **Corporal Elder.**

* **Corporal Elder** started to discuss the event they have planned for November 17th, he passed out fliers.
* On November 17th they have the Arrive Alive to Work tour. This tour goes to different high schools and colleges promoting safe driving and giving different scenarios students may face while driving behind the wheel.
* This organization takes a vehicle where the students put on virtual reality goggles and they are told to text and drive, then they change the scenario to a simulated drunk driver. The point of these simulations is to see how dangerous it is to drive while texting or drunk.
* **Corporal Elder** then described how the simulated car looks. He said this tour offers the students a free cell phone app they can download that disables their cell phone once they get into the vehicle.
* The Arrive Alive tour is $2,500. The police department already has a commitment from the chief to partake in the cost. **Corporal Elder** wanted to see if ASI wanted to participate in any way for this event whether it is helping with funding, promoting, passing out fliers, etc. He wants this event to be stationed specifically at Pioneer Heights and it is welcome to everyone.
* **Corporal Elder** played a YouTube Video to show how the event is run.

http://arrivealivetour.com/unite/

* UPD and **Jennifer Luna** will be out there to discuss helpful tips and other resources to accompany the simulator. This event will be very educational.
* Executive Director **Pinlac** said he would like the simulator to be moved to the RAW Plaza because it could reach more students.
* **Corporal Elder** said he can definitely do that he just wants the simulator on campus.
* VP of Finance **Jones** said she agrees with Executive Director **Pinlac** in placing the event somewhere where it can reach more students than just Pioneer Heights residents. She thinks this is a great event and ASI would be happy to help this event in any way they can.
* VP of External Affairs **Cardenas** said if **Corporal Elder** can help ASI by telling them what he needs ASI to do. This way ASI can discuss this more at their next meeting.
* **Corporal Elder** said he needs help with funding and advertising. He knows that ASI creates great fliers for events on campus and he wanted ASI to advertise this event. Also funding the event is needed.
* VP of External Affairs **Cardenas** asked how much **Corporal Elder** has funded so far.
* **Corporal Elder** said he has $1,000 from UPD and from RHA he is still waiting to meet with them and see what they can give.
* VP of Finance **Jones** asked if **Corporal Elder** had any ideas of how he wanted the fliers to look, or if he wanted email masses.
* **Corporal Elder** said he doesn’t know how this event could be best advertised; he thinks fliers are most effective compared to emails. He said they can promote it at the Health and Safety fair, other events on campus, and tabling.
* VP of External Affairs **Cardenas** asked if **Corporal Elder** has a date when he is going to meet with RHA.
* **Corporal Elder** said he does not, but he will let them know once he does.
* Associate VP of Student Affairs **Castillo** said the residents don’t move into the dorms until next weekend and they won’t meet until the week of October 5th.
* **Corporal Elder** said another problem with RHA is that he doesn’t think they will commit a large fund to the event. Any amount from them would help, but he will check in with them to see for sure.
* President **Lopez** said the Board is going to discuss when their next meeting will be and this item will be further discussed there. He will bring it up as an action item, one for funding and one for advertisement. He said **Corporal Elder** will know more regarding help from ASI on the 21st of September. ASI uses white collection boards around campus where their fliers go, they have three display cases, one by North Science, one by the Music building and one by A&E. ASI cannot do an email blast, but Student Life can put the event in Life at the Bay the weekly email that everyone gets. ASI is willing to help and in two weeks they will have an answer of how they will help this event.
* **Corporal Elder** said the Health and Safety fair is going well so far. They have the Earth Quake simulator coming to the campus and the fire department is helping with that. They are going to have a lot of educational items. The Selfie Fest is one of the things they will be doing at the fair promoting self-sustainability, self- awareness, self-anything. One thing that they are doing at the Selfie Fest is raffling off a grand prize of a new galaxy tablet to help encourage students to come to this event. They will also have food at the event which he is still working on now. Another thing they will have is a hashtag for Instagram to promote #selfiefest and the more posts students do the more likely they are to win the Galaxy tablet.
* The food budget they have now is $300-400 to feed an estimate of 800 students that will come.
* An update with the food is that he and **Ronn Patton** did meet with **Debbie Meyers** and asked for discounted funding from Aramark. They are waiting on a follow up response from **Ronn Patton.**
* They have about 25 tables and many different departments coming together for this event. They are doing the RAD which is the largest self-defense class in the nation for women. They will have a blood drive in Lassen and plenty of other things to do for the students.
* Again, what **Corporal Elder** is seeking from ASI is promoting the event because he is not sure how to successfully do this. He was working with another person on the fliers, but he wanted the flier to look more professional and hopefully that’s where ASI comes in. He needs help with the fliers and promotion because there is so much information that he wants to present, but he is not sure how to professionally convey that on a flier and he is still working on funding for the food.
* Executive Director **Pinlac** asked if President **Lopez** mentioned that Excom funded $1,500 to the fair.
* **Corporal Elder** said the majority of that money is going towards the Earth Quake simulator. The Earth Quake simulator costs $3,000 and UPD is funding half of that and using other funds for that as well.
* President **Lopez** said he will keep **Corporal Elder** informed on the marketing of the flier. ASI has one person working on marketing right now until they get their other workers in October. A reminder to the Board is that the event is on October 8th. He will keep in touch with him about the Arrive Alive tour and the fair.
* **Corporal Elder** thanked the Board for having him and introduced UPD’s new officer who was a graduate of CSUEB.

**27:47**

**49:54**

* 1. DISCUSSION ITEM – **Referendum Update (VP of Internal Affairs)**

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

* VP of Internal Affairs **Rojas** said he and President **Lopez** have made a timeline showing when they will be tabling as a Board. These dates will usually be Tuesday, Wednesday, or Thursday and some Mondays and Fridays.
* They will be tabling in the afternoon in front of the new UU, at Al Fresco, in front of the Science building, and by the old UU.
* The Senators office hours are on the timeline and when they are tabling.
* Executive Director **Pinlac** said he is working with Varun to help create a document so people can do signatures online.
* He said they will also have an informational part on the top from VP of Internal Affairs **Rojas.** They need to get the whole Board on the same page because they need 500 signatures to pass the referendum.
* VP of Finance **Jones** asked if VP of Internal Affairs **Rojas** will create a Doodle to see when everyone is available to table.
* VP of Internal Affairs **Rojas** said he was going to ask Executive VP **Acosta** for everyone’s schedule but he forgot to ask her so when she comes back he will ask her and have a schedule for everyone prepared on when they are tabling.
* VP of External Affairs **Cardenas** asked if they were going to talk about the referendum at the retreat or have a working session.
* President **Lopez** said they have an hour set aside at retreat to discuss the referendum.
* VP of Internal Affairs **Rojas** said he is making a PowerPoint that he will present at retreat.
* President **Lopez** said he is going to ask each Board member to get at least 50 signatures. They need 500 signatures and if they all get 50 they will have a total of 700 signatures. The timeline will be sent to everyone by today or tomorrow. This is a basic talk with everyone and they will talk about this more in depth at the retreat. In the second Board meeting it will be an item again to see how they are doing and how they want to move forward with the actual referendum election. After the signatures they have 60 days to conduct an election. They are looking to finish everything this quarter regarding the referendum.

**53:55**

* 1. DISCUSSION ITEM – **Retreat Final Updates**
* President **Lopez** said the retreat is less than a week away. He will go over last minute changes that they made to the calendar.
* Friday the 18th of retreat they are doing two different stops. The first one is at Sacramento State University where they will interact with their Board. The second stop is at the CSSA Sacramento office where they will get a tour of and be able to observe a Capitol Hill lobby visit with CSSA.
* VP of Internal Affairs **Cardenas** asked what the new time frame will be with these additional stops.
* President **Lopez** said they should be leaving Sacramento by 4PM. At that point it depends on traffic when they will get back. They do check out from the retreat home at 10AM, so they should be heading to Sacramento by then and it is only an hour and a half drive.
* President **Lopez** spoke to everyone about their special presentations. Excom had a deadline of Monday to send him any PowerPoints that they wanted to present during the retreat. They all have their documents regarding their activities. He created 3 out of the 6 PowerPoints for the retreat.
* He created two documents; one document is the updated committee list with the Internal committees, Academic Senate committees, University-Wide committees, and Collaboration committees. This will be displayed on a screen of which committees will be filled and appointed. On the Personal meeting they are going to bring it up as a discussion and the following committee meeting will be to approve all the members on the committees.
* VP of External Affairs **Cardenas** asked if President **Lopez** has descriptions for all the different committees.
* President **Lopez** said yes he has a description for all the committees; he thinks he needs five more descriptions for the newest ones. One would be the etiquette committee fromAssociate VP of Student Affairs **Castillo.**
* They added a new sub-committee to the Steering committee which he also needs a description for. All the other descriptions should be available on the committee application they updated this summer.
* In terms of how the retreat is looking it will be a packed schedule from day 1 to day 5. Day 1 they have 11 speakers. They will also have their title 9 training within that 45 minute time training which is required by every student leader on this campus. In the training you will learn about different parts of the campus and how a student leader is a part of this campus. Associate VP of Student Affairs **Castillo** will be one of those speakers. It took all summer to plan this. Everyone should be prepared to learn a lot especially for the members new to ASI. They have three returning members two from committees and one from the board. He wants the Board members that have been working in the summer to be like a mentor to the Board members and encourage their participation.
* VP of Internal Affairs **Rojas** asked if the committees they are going to be assigned to have their meeting dates already planned.
* President **Lopez** said some are already set like A2E2 that are Mondays from 12-1PM usually in the Student Administration building, but the locations may change. Academic Senate is every other Tuesday from 2-4PM in the Biella room. The SRGS is usually Mondays at 11AM-12PM; VP of External Affairs **Cardenas** is a member of this committee. Steering committee which President **Lopez** and VP of Finance **Jones** sit on usually meets Fridays 12-1PM. These are the committees that have a set schedule. The members can notice on the list that some of the schedules are already listed for certain committees. For example on SSAC they have the dates of the meetings listed. The Foundation Board also has the dates for the whole year. Once they set up who will be on which committees President **Lopez** will get the chair information to all of them and they can reach out and get to know their dates. Some of the members will start receiving calendar invites for the committees. President **Lopez** suggests that they put “Yes” to those calendar invites so that they can get an idea once school starts if they can commit to those times or not. Some committees meet once a quarter and some meet once a year. Last year he sat on 15 committees and only half of the committees met.
* Executive Director **Pinlac** said the retreat is not all work and there will be a lot of bonding time.
* President **Lopez** said for his presentation day 1 is going to be busy. He has 4 different activities that are lead-ins to other presentations. One of the activities is guessing the favorite cartoon character of the Board; it’s good to note there will be fun activities too. Himself and Executive VP **Acosta** will be doing most of the talking and presenting. They want to have a lot of interaction between the Board members. The retreat is a bonding experience for the Board. Last year when he was on the Board, the retreat did bring the Board together. This retreat happens annually

and it creates a great bond with all 14 Board members. Once that bond is created it all depends on how they work with each other to keep that bond. They have three mandatory retreats mandated in the by-laws. They are going to bring back the third retreat which is a transition retreat from the old Board to the new Board for next year.

* President **Lopez** said if anyone has any questions regarding retreat they can contact himself, Executive VP **Acosta** or Administrative Assistant to the B.O.D. **Sharma.**

1. ROUND TABLE REMARKS

No roundtable remarks.

1. ADJOURMENT

Meeting adjourned at **1:35PM.**

Minutes Reviewed by:

**ASI President**

Name: David Lopez

Minutes Approved on:

**9/21/15**

Date: