

**Internal Affairs Committee Meeting Minutes of February 13, 2015**

1. CALL TO ORDER: Chair **Erhahon** calls meeting to order at **10:13AM.**
2. ROLL CALL

Members Present Absent Members Guests

Hendrix Erhahon Michael Ryan Cesena David Lopez

Janeesha Jones Hamdi Ghanim

Sean Rodriguez

Bryan Valdavinos

Stephanie Luna

Jordan Leopold

Thamer Alhathal

Erik Pinlac

Lil Brown-Parker

Ainsley Shallcross

Keeret Uppal

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

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

**Motion carries.**

1. ACTION ITEM - Approval of the **January 16, 2015 Minutes**

 **January 17, 2014 Minutes**

**Motion: (Uppal) to approve the January 17, 2014 Minutes.**

**Motion carries.**

**Motion: (Jones) to approve the January 16, 2015 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. ACTION ITEM – **Appointment of Vice Chair**

Chair **Erhahon** addresses the following:

* The Vice Chair will be the person who will be in the forefront for editing and revamping the ASI Elections Packet. In order for ASI to avoid a conflict of interest and an ASI Board Member cannot make changes to it but the vice chair can.
* According to the ASI Committee Codes the Vice Chair has to be one of the three students-at-large.
* Chair **Erhahon** requests that the Students-At-Large introduces themselves and who they nominate.
* **Bryan Valdavinos**
	+ Nominates **Jones.**
	+ Second year
	+ Major
		- Criminal Justice
* **Janeesha Jones**
	+ Nominates herself
	+ Major
		- Business
			* Emphasis
				+ Corporate Management and Finance
* **Jones** is appointed as the new Vice Chair of the Internal Affairs Committee.
* Chair **Erhahon** states that he will share the ASI Elections Packet to all the committee members using the Gmail account that was provided.
* Chair **Erhahon** states that there will be a working session next Friday (2-20-15) in which **Jones** will be the head of. They will be reading through the entire document and assign tasks for people to go to certain pages and revise them.
* Interim Executive Director **Pinlac** states that the Elections Packet is not just for correcting it, it’s for revamping the entire packet. They should discuss the packet as a group before breaking out in groups to revise certain sections.
* Chair **Erhahon** acknowledges **Pinlac’s** suggestion and states that they will read over the packet in the ACTION ITEM – **ASI Elections Packet.**

**8:40**

1. ACTION ITEM - **ASI February Newsletter**

Chair **Erhahon** addresses the following:

* Composed the February newsletter with help from Senator, CLASS **Uppal,** Director, Sustainability **Shallcross,** and ASI Marketing revamped the whole document. This newsletter will be the platform for all future newsletters.
* The “It’s On Us” campaign is the first article on the newsletter, according to the VP of External Affairs **Lopez** it was a huge success. They were able to reach over 500+ students and reached over 5,000 people online.
* Information about the Warriors tickets was also included in the newsletter. The email of the Director of Wellness, **Luna** so that if students had any questions they can go ahead and ask her.
* Chair **Erhahon** will be emailing the newsletter to everyone in the committee so that they email him their comments, questions, concerns and then he will report that to ASI marketing.
* ASI marketing will be done with the newsletter by Wednesday (2-18-15) and it will be sent out by Wednesday (2-18-15), so Chair Erhahon hopes to gather all feedback as soon as possible.
* Chair **Erhahon** and Vice Chair will be having working sessions and planning sessions to discuss the layout of newsletter.
* Chair **Erhahon** would like to appoint the committee members to attend the screening of the movie Dear White People (February 17, 2015) and all upcoming events to take notes for the next working session for the March newsletter.
* **Brown-Parker** states that Create-A-Creature event is worth of being mention in the newsletter because it was a great event. People to contact for more information or details of the event would be Sydni Flemmer and Elisa Brice.
* Another article in the newsletter will talk about Show Time at the Apollo the performances and prizes given away.
* Also there is an article that talks about CSSA and the Student Involvement & Representation Fee (SIRF) which is an additional $4/yr. fee that students can opt out of.
* **Pinlac** asks what the target release date for the newsletter is.
* Chair **Erhahon** states that it is Wednesday (2-18-15) so that it is published in the Pioneer Newspaper for free.
* In honor of Black History Month there will be two honorary mentions, one being Joyce Montgomery, first black executive director for ASI and the other being Stan Hebert.

**24:40**

**VIII.**ACTION ITEM – **ASI Elections Packet (sub-committee formation and assignments)**

 **Motion: (Jones) to publish the ASI Election Packet after pending changes.**

 **Motion carries.**

**25:45**

* Chair **Erhahon** will be sharing the ASI Elections Packet with the rest of the committee through email.
* **Alhathal** suggests for the elections to be more flexible in terms of using social media to make it easier for students.
* Chair **Erhahon** mentions that there is an elections timeline that will be emailed to the rest of the committee. That is the timeline that will be followed and so the Elections Packet must be done by March 6th.
* Recruitment for the Elections Committee is not only the Internal Affairs job but everyone’s. Please invite friends or family members to serve in the committee all they need to do is be approved by the personnel committee.
* **Brown-Parker** mentions that it is really important the Elections Committee is diligent to the position they have accepted, they have to perform and work with the Chair of the committee.

**33:35**

**VIII**.ROUNDTABLE REMARKS

**Ghanim**: I am really looking forward to reading the newsletter.

**Uppal**: I’m excited to be on the committee, it will be fun for the remaining of the year. Also, good job in being part of the community and being part of ASI.

**Valdavinos:** Looking forward to being part of the committee.

**Jones**: Thank you for voting for me as Vice-Chair.

**Pinlac**: You are more than welcome to stop by my office, my door is always open. Come by if you need help with the newsletter or anything else with ASI or anything on campus. Feel free to come by.

**Alhathal:** Thank you for applying for the committee and showing interest for ASI. Our doors are always open, send an email and we will make time for you.

**Brown-Parker**: Welcome to each one of you. I am Lil, am the ASI Business Services Manager and Administrative Executive Assistant to Erik. If Erik is not available I can help you out by taking a message or making an appointment for not just him but also Alhathal or Erhahon. I am really impress by the newsletter it is really nicely done. Being that there is space constraint I understand the reasoning for having to slim it down.

**Erhahon**: Next meeting will be in 2 weeks and there will be a working session before. There will be a doodle sent out before to see everyone’s availability. During working session I will lay out a plan for the March newsletter.

 **IX**. ADJOURNMENT

Meeting adjourned at **10:51PM.**

Minutes Reviewed by:

**VP of Internal Affairs**

**Name: Hendrix Erhahon**

**Minutes Approved On:**

**2-27-15**

**Date:**