

**ASI Internal Affairs Special Committee Meeting Minutes of April 13, 2015**

1. CALL TO ORDER: Chair Erhahon calls meeting to order.
2. ROLL CALL

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| Members Present | Absent Members | Guests. |
| Hendrix Erhahon  Janeesha Jones  Sean Rodriguez  Stephanie Luna  Michael Cesena  Jordan Leopold  Erik Pinlac  Ainsley Shallcross  Keeret Uppal  Sneh Sharma | Bryan Valdavinos  Thamer Alhathal  Lil Brown Parker |  |

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

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

**Motion carries.**

1. ACTION ITEM – **Approval of the Minutes of February 27, 2015**

**Motion: (Uppal) to approve the minutes of February 12, 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. DISCUSSION ITEM – **ASI By-Laws Referendum/Assignments**

Chair **Erhahon** addresses the following:

* After speaking with Interim Executive Director Pinlac it was decided to move the ASI By-Laws Referendum be moved to December 2015 so to not have it during elections.
* Preparation of the documents will take place however so that by fall quarter the new VP of Internal Affairs just needs to get the 500 signatures.
* The document is a 16 pages long, single space and it will be divided among the committee members to review it.
  + VP of Internal Affairs **Erhahon** will review the first 4 pages of the entire document along with **Leopold**
  + **Jones** will be working on the following 3 pages
  + **Luna** will be working on the following 2 pages (pages 10-11) and **Cesena** will be aiding her.
  + **Shallcross** will be working on pages 12-13
  + **Rodriguez** will be working on pages 13-14
  + **Uppal** will be working on the last pages 15-16
* Interim Executive Director **Pinlac** suggests that VP of Internal Affairs **Erhahon** give some guides to what it is that committee members should look out for when reviewing the document/pages that they were assigned to review.
* VP of Internal Affairs **Erhahon** states that what the committee should look out for when reviewing the document is anything that does not make sense and any grammatical errors. He states to the committee to break the document down as much as possible, then bringing it up to the committee and then it will be reviewed to see how it can be added to the By-Laws. As of July 2014, ASI does not operate the Unions or Recreation Centers anymore so ASI is not responsible for the fees collected for those facilities. VP of Internal Affairs Erhahon states to the committee to look out for any reference to that, to highlighted or make a comment so that it is removed.
* In the elections committee codes it was added that previously voted off board members cannot seek elections in the upcoming year, VP of Internal Affairs Erhahon states that that language is trying to get included in the document somewhere.

**11:13**

1. DISCUSSION ITEM – **ASI Quarterly Newsletter Working Sessions.**

Chair **Erhahon** addresses the following:

* As of last quarter it was decided to change monthly newsletter to a quarterly newsletter because there was so much done last quarter.
* Events for March, April and the rest of spring quarter will be combined into one.
* There will be two working sessions so that the newsletter is out by the end of this quarter.
* The newsletter will highlight all the things that have been done since mid-winter quarter to the end of spring quarter. In the newsletter, VP of Internal Affairs **Erhahon** would like to include messages from all 14 board members, just 2 sentences long which would answer what was the experience like for each board member as part of ASI.
* VP of Internal Affairs **Erhahon** states that he needs help composing the programs that have happen in the past.
* In the newsletter, the new board members will be presented being that by the time the newsletter comes out elections have had already passed.
* **Shallcross** asked if this is going to be a long newsletter and what will the incentive for students to read it.
* VP of Internal Affairs **Erhahon** states that this will be a long newsletter and that there will be a lot of pictures on the newsletter and that will be the incentive.
* **Jones** suggests that there be a paragraph per event so that the newsletter is not so long.
* VP of Internal Affairs **Erhahon** states that the newsletter will be 5 pages long. For the monthly newsletter it used to be 3 pages so he believes that 5 pages is good being that 3 months are going to be combined.
* VP of Internal Affairs **Erhahon** suggests there be a working session on Wednesday from 4PM to 6 PM.
* Leopold states that the concern he would have as a student with reading the newsletter would be the length and how attractive it is. He think it would be a good idea to work with marketing and the Pioneer Newspaper to see what can be removed and what can be showcased in 1-2 pages in the Pioneer.
* VP of Internal Affairs **Erhahon** states that his only concern is messages from the board members because the message will essentially state “thank you for voting us for office and good luck to the new board”.
* Interim Executive Director **Pinlac** suggests to VP of Internal Affairs **Erhahon** to not include everything in the newsletter because he is looking in doing an annual report. He suggests that VP of Internal Affairs just highlight the most important things for students.
* **Cesena** suggests for shorting the size of the newsletter to include hyperlinks for more information, for example CSSA, have a hyperlink that talked more about it instead of including paragraph. He believes that 3 pages should be fine.
* **Shallcross** pitched in the idea of having the newsletter be distributed to freshmen during orientation and in that way they get informed about ASI.
* Interim Executive Director **Pinlac** states that it is possible to do that that there just needs to be a budget approved.
* VP of Internal Affairs **Erhahon** states that the front of the February newsletter is the platform. And to be consistent it is what will be used for the following newsletter.
* **Leopold** suggests having a QR code to a link with the full newsletter online. The newsletter can also be on the ASI website as well.

**22:45**

1. DISCUSSION ITEM – **ASI End of Year Banquet**

**Motion: (Uppal) to go into Closed Session.**

**Leopold asked the reason for going into close session.**

**Pinlac stated that it is because there is no exact budget for the event set yet because it is not finalized.**

**Motion carries.**

**Enters Closed Session at 4:43PM**

**24:18**

**Returned from Closed Session at 5:15 PM.**

**Committee members have been assigned to work on different tasks such as invitations, decorations, raffle prizes, DJ, MC, and programs. The deadline to have things done is May 14, 2015.**

**00:25**

1. ROUNDTABLE REMAKRS

**Shallcross:** Earth week is next week. There are many events. I am starting to post flyers and get the word out. On Earth Day, which is Wednesday there will be tables with a lot of different departments and clubs talking about what they do on campus along with a live band called Thrive. Also, I am giving cake out on Tuesday at noon in front of the new union in celebration of John Meyers 177th birthday.

**Erhahon**: On Wednesday we are going to have a working session for the ASI newsletter. Whenever you guys are free look at the By-Laws. And also two Wednesdays from next Wednesday is our working session for the ASI banquet. I will email out the assignments to everyone on the committee.

**2:39**

1. ADJOURNMENT

**Meeting adjourned at 5:17 PM.**

**Minutes Reviewed by:**

**VP of Internal Affairs**

**Name: Hendrix Erhahon**

**Minutes Approved On:**

**5-27-15**

**Date:**