

**ASI Internal Affairs Committee Special Meeting Minutes of May 22, 2015**

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

|  |  |  |
| --- | --- | --- |
| Members Present | Absent Members | Guests |
| Hendrix ErhahonSean RodriguezStephanie Luna Michael CesenaJordan Leopold Janeesha JonesLil Brown-Parker | Bryan ValdavinosThamer AlhathalErik PinlacAinsley ShallcrossKeeret Uppal  |  |

1. ACTION ITEM - **Approval of the April 13, 2015 Minutes.**

**Motion: (Leopold) to table the approval of the April 13, 2015 minutes so that the committee can review them.**

**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 – **ASI Newsletter**

Chair **Erhahon** addresses the following:

* Emailed the ASI Newsletter last night to all committee members.
* The context of the newsletter contains information of the majority of the events that happen on campus, a good bye messages from the current board of directors and a welcome message to the new board of directors for the 2015-16 school year.
* The format of the newsletter is the same as the previous newsletter just with new content.
* The cover page features the premier events of spring quarter, which were “Hey, Be Nice”.
* The newsletter is not complete being that the Alumni Association wants to add something to it.
* The page following the cover page contains the end of the year events, this page features all events that ASI did and it is just one paragraph per event and each paragraph is five sentences long. The following are the events that are featured on this page:
	+ The Comedy Show
	+ Breakfast for Dinner
	+ Special Events – Cornell West
	+ Earth Week
	+ ASI Elections
	+ ASI Barbeque Events
	+ Commuter Day
	+ International Cultural Celebration
	+ ASI Spring Mayhem
	+ Annual End Of Year Pool Party
* This newsletter will be released in June and will be distributed to incoming freshmen during orientation.
* There is a section in the newsletter that talks about the quarter to semester conversion which is the most important information for students in the newsletter.
* Another section on the newsletter highlights some of the clubs/organizations funded in the 2014-15 school year.
* A message from the 2014-15 Board of Directors - In the newsletter there is a letter from the entire Board of Directors to the student body and everyone. Pictures of the Board of Directors are included with the message.
* With the Alumni Association’s section the newsletter will turn out to be 8 pages long. Without the Alumni Association’s section the newsletter is only 7 pages long.
* Chair **Erhahon** states that he will be communicating with Executive Director **Pinlac** to see how it will be possible to get about 2,000 newsletters printed out to be distributed to freshmen during orientation.
* Chair **Erhahon** states that there will be a special meeting on Wednesday from 4pm -5pm to approve the final draft of the newsletter and to approve the meeting minutes.

**34:30**

1. **ASI BANQUET**

Chair **Erhahon** yields the floor to Vice Chair **Jones** to address the following:

* Evites were sent out
* Certificates are complete
* Dress code was included in the Evite. It is formal attire.
* Voting happen for awards for “most likely..” within the board, best committee member, best student assistant, best staff and best board member
* Banquet will take place on June 5th
* Do let your committee members know that it is very important for them to reserve and state whether they will or will not attend. This is important because a head count of how many people will attend is needed in order to set up.
* Any questions and concerns contact Vice Chair **Jones**.
* The program for the event is done. Another email will be sent out with details of everything that has happened thus far to the committee.
* You are allowed to take up to 2 guests to banquet.

**37:23**

1. ROUNDTABLE REMARKS

No Roundtable Remarks.

**37:25**

**VIII.**ADJOURNMENT

**Meeting adjourned at 11:56AM.**

**Minutes Reviewed by:**

**VP of Internal Affairs**

**Name: Hendrix Erhahon**

**Minutes Approved on:**

**5-27-15**

**Date:**