**Concord Campus Special Committee Minutes of March 9, 2016**

1. CALL TO ORDER **AT 2:52 PM**
2. ROLL CALL:

**Present:** D. Ramos, A. Famor, I. Soukphaly, V. Dow-Green, T. Patterson

**Late:**

**Not Present:**

1. Action Item-**Approval of Agenda with Amendment the Agenda to March 9, 2016 and add Action Item: Beautification Project Budget**

**(MSP)** Motion to approve the amended agenda by **I. Soukphaly**, seconded by **A. Famor**, motion **PASSED** (unanimously).

1. Action Item-**Approval of Minutes for February 8, 2016 and February 11, 2016**

**(MSP)** Motion to approve the minutes of February 8, 2016 and February 11, 2016 by **D. Ramos**, seconded by **I. Soukphaly**, motion **PASSED** (unanimously).

1. Action Item- **Approval of Concord Campus Beautification Project**

**(MSP)** Motion to approve the Concord Campus Beautification Project for Earth Day April 22nd not to exceed $2,000 including the cost of Pizza and Drinks by **V. Green**, seconded by **A. Famor**, motion **PASSED** (unanimously).

1. UNIFINSHED ITEMS:
2. DISCUSSION ITEM- **Robert’s rules**

T. Patterson went over motions and the importance of vote counts and amendments. T. Patterson shared why they need minutes and good note-taking, so they can keep account of what we say and do.

1. DISCUSSION ITEM- **Handout Concord Campus Committee binders**

**I. Soukphaly** and **D. Ramos** completed and handed out committee binders which have Robert’s Rules, event Planning and their signed paper work.

1. DISCUSSION ITEM- **Movie Tickets- Allan and Isabelle**

They reached out to local theaters that had the most locations (AMC) and discussed the purchase of 50 tickets and how they would be distributed. The group decided to distribute 25 tickets weekly so it would appear ongoing and reach more transfer students. The estimated ticket price $7.25 per show x 50 = $396.00 + tax. **I. Soukphaly** and **A. Famor** will be researching a discount for the purchase of group movie tickets through Sam’s Club and Costco. The next meeting **A. Famor** and **I. Soukphaly** will follow-up with budget.

1. NEW BUSINESS ITEMS:

B. DISCUSSION ITEM – **Spring Quarter Schedules**

 D. Ramos will collect Spring Schedules and arrange meeting times were all can be in attendance and then perhaps one or two conference calls.

 C. DISCUSSION ITEM –**Free T-shirt and Sun Visors**

 T. Patterson and I. Soukphaly brought the idea of Tank Tops and/or Sun Visors to the committee and with estimated tanks for women $6 w/out logo and Men $7 w/out loge. T. Patterson shared the idea of D.J. and Food with an emphasis on Give-a-ways and Food. She suggested keeping it fun with a few lawn activities. No date or time has been selected and will be determined after spring break.

 D. DISCUSSION ITEM- **Office Inventory**

 The committee decided to obtain a tape recorder, line paper, poster board, red butcher paper, vacuum cleaner, shelves, label maker, pens, markers, highlighters, whiteboard markers, and locked cabinets with keys.

1. SPECIAL PRESENTRAIONS:

 A. **Tiffany Patterson, Director Concord Campus**

1. ADJOURNMENT **AT 3:38 P.M.**

Minutes Reviewed by:

**Director Concord Campus**

Name: Tiffany Patterson

Minutes Approved on:

**4-11-16**

Date: