**Executive Committee Minutes of June 6th, 2016**

1. CALL TO ORDER **AT 12:06 P.M.**
2. ROLL CALL

**Present:** D. Lopez, S. Acosta, K. Rojas, M. Castillo, E. Pinlac, H. Erhahon, S. Quiambao, R. Khorasani and L. Ramos.

**Late:** None.

**Not Present:** P. Narez and C. Sanchez.

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

**(MSP)** Motion to approve the agenda by **L. Ramos**, seconded by **S. Quiambao**, motion **PASSED.**

1. ACTION ITEM – **Approval of the Minutes of May 4th, 2016**

**(MSP)** Motion to approve the Minutes of May 4th, 2016 by **S. Quiambao**, seconded by **R. Khorasani**, motion **PASSED**.

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. UNFINISHED ITEMS:
   1. DISCUSSION ITEM – **Policy on Student Travel Fund**

The Executive Committee reviewed the Policy on the Student Travel Fund. President **D. Lopez** said they are discussing this because they funded a lot of students this year and went over their budget. Each year the budget for the Student Travel Fund is set for students. President **D. Lopez** said the biggest challenges they received were last minute and out of the country requests. They want to follow the campus policy. They went over the changes made to this policy. They talked about the idea of honorary membership. Anyone who is enrolled at CSUEB is already a member of ASI. They need to add in language that this is more of a reimbursement if they deal with last minute travel fund requests. Every time Accounts Payable makes an exception for ASI it puts strain on the other offices. Executive Director **E. Pinlac** said next year’s funding is only $3,000. It is possible to increase this budget, but it will be at a sacrifice in another area. They have to make sure they document all the money used down to the exact amount.

The committee finalized the changes made to the Student Travel Fund policy and President **D. Lopez** read the changes aloud. They might remove funding for food from the policy. Executive Director **E. Pinlac** said when they edit and finalize this policy it should be followed.

**45:00**

1. NEW BUSINESS ITEMS:
   1. DISCUSSION ITEM – **Board of Director’s Meeting Times**

The Executive Committee discussed the origin of Board Meetings. President **D. Lopez** said there is nothing in the bylaws stating that BOD meetings have to be on Wednesdays. **H. Erhahon** said he wanted this to be a discussion item because Wednesdays are when BOD meetings are. A lot of discussion has come in about people who cannot make this time, but the rooms are already booked this time all year. It was recommended that they should keep the time already established with few exceptions to BOD members.

* 1. DISCUSSION ITEM – **Transition**

The Executive Committee discussed the transition period. President **D. Lopez** told them to start working with their counterparts and to start asking questions. Their fall retreat will be a lot more in depth when it comes to learning more about ASI.

1. ROUND TABLE REMARKS

**Quiambao:** She asked for schedules of BOD members.

**Lopez:** They have a BOD meeting this Wednesday and the new BOD will be sworn in. There is no dress code. They will get the annual report and he said good luck to them.

**1:08:04**

1. ADJOURNMENT **AT 1:14 P.M.**

Minutes Reviewed by:

**Chair, President**

Name: Hendrix Erhahon

Minutes Approved on:

**7-1-16**

Date: