**ASI Internal Affairs Committee Meeting Minutes of May 19, 2016**

1. CALL TO ORDER **AT 7:40 P.M.**
2. ROLL CALL

 **Present**: K. Rojas, L. Reyes, A. Wright, D. Lopez, and A. Aguirre

 **Late**:

 **Not Present**: E. Pinlac, R. Ayala, S. Quiambao and S. Acosta

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

 **(MSP)** Motion to approve the agenda by **L. Reyes**, seconded by **A. Wright,** motion **PASSED.**

1. ACTION ITEM – **Approval of the Minutes of April 7th, 2016**

 **(MSP)** Motion to approve the minutes of April 7th, 2016 by **A. Wright**, seconded by **L. Reyes**, motion **PASSED**.

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. NEW BUSINESS ITEMS:
	1. INFORMATIVE ITEM – **ASI BANQUET**

The ASI Banquet is on Friday June 3rd from 6:00 p.m.-9:00p.m. Formal dress attire is recommended, they would like all the committee members to attend. At 6:00 p.m. they are going to start with salads. There will be a couple of games going on throughout the night. They have the room reserved from 3:00p.m. - 9:00p.m. At 3:00 p.m. they are going to start setting up the center pieces and other tasks. The main course will be teriyaki salmon, grilled rosemary chicken and for the vegan option eggplant rollatini. Aramark is charging a lot of money for the deserts so they are looking at outside bakeries. They reviewed the program, starting by welcoming the guests, speeches, dinner, and giveaways when dinner is done. The program will be in the front of the pamphlet. In the inside there will be special things like the event committee and funny awards. On the back of the pamphlet will be the milestones that ASI has done this year. The President **D.** **Lopez** and VP of Internal Affairs **K. Rojas** will give a speech since the keynote speaker is not available. For giveaways they are going to give away a Starbucks package, bookstore items, etc. After dinner they are going to go through the awards and present the new board for next year. The first awards will be committee members, most likely to awards, funny awards, then board member awards, and end of the year awards.

1. ROUNDTABLE REMARKS

Rojas: look presentable and get ready to have fun.

1. ADJOURNMENT **AT 8:08 P.M.**

 Minutes Reviewed by:

 **Chair, VP of Internal Affairs**

 Name: Karen Parada

 Minutes Approved on:

 **1-13-17**

 Date: