**ASI Concord Committee Emergency Meeting Minutes January 12, 2017**

1. CALL TO ORDER at **1:06 PM**
2. ROLL CALL

**Present**: E. Field, D. Tom, J. Lucas, F. Arnelas, M. Bueso, R. Khorasani

**Not Present**: E. Pinlac

**Late**: D. Ingram

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

**Motion** to amend the agenda of **January 12, 2017** to add Vice-Chair election between Discussion item A and B under new business items due to the time sensitivity of the matter by **D. Tom**, seconded by **F. Amelas**, motion **PASSED.**

**Motion** to amend the agenda of **January 12, 2017** to transfer the special presentation item prior to item line 3 by **D. Tom**, seconded by **F. Amelas**, motion **PASSED**.

**Motion** to approve the agenda of **January 12, 2017** by **J. Lucas**, seconded by **D. Tom**, motion **PASSED**.

1. ACTION ITEM – **Approval of the April 25, 2016 Minutes**

**Motion** to approve the minutes of **April 25, 2016** by **D. Tom,** seconded by **J. Lucas,** motion **PASSED.**

1. ACTION ITEM – **Approval of the April 11, 2016 Minutes**

**Motion** to approve the minutes of **April 11, 2016** by **D. Tom**, seconded by **M. Bueso**, motion **PASSED**.

1. ACTION ITEM – **Approval of the March 9, 2016 Minutes**

**Motion** to approve the minutes of **March 9, 2016** by **J. Lucas**, seconded by **M. Bueso,** 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. SPECIAL PRESENTATIONS
   1. **Meeting Procedure –** ASI V.P of Finance/CFO **Khorasani** gave a brief presentation on Robert’s Rules of Order, Gloria Romero Act and proper meeting etiquette.

**R. Khorasani** gave a presentation to the committee about Roberts Rules after he took over the beginning of the meeting and had the committee amend the agenda.

**30:35**

1. NEW BUSINESS ITEMS:
   1. **DISCUSSION ITEM** – **Introductions**

The Committee got to know each other.

The committee members presented themselves, their major, and their attendance year.

1. **ACTION ITEM- Vice Chair Election**

The committee elected a Vice Chair.

**D. Tom** nominated himself for the vice chair position, and was elected to become the vice chair.

**Motion** to elect **D. Tom** as vice chair by **D. Tom**, seconded by **F. Arnelas**, motion **PASSED**.

B. **DISCUSSION ITEM – ASI Concord Committee Roles**

The Committee discussed roles, responsibilities and goals of its members.

The members are representing the students attending the concord campus and they have the capability of adjusting or changing anything they would like. They have the position to help the students in any possible way they can.

**55:36**

C. **DISCUSSION ITEM ­– Concord Committee Meeting Times**

Possible meeting times and dates for Concord Committee were discussed.

The meetings must be from 8-5, and if they cannot make it they can always call in to the meeting to make sure they do not miss anything. The Concord meeting time will be Thursdays from 12:00 pm-1:30pm, it will be every week to start and it will be adjusted if needed.

**1:03:00**

D. **DISCUSSION ITEM – Upcoming Concord Events**

* + - * 1. Advising 101

Need to decide on a budget and it is coming up in February.

* + - * 1. Create a Creature

It will be the week of valentine’s week and the items are limited. Students will be able to build their own animals.

* + - * 1. Rare Disease Day

This is a proposal from Maria Bueso who has had this event in the past and it was a success so they would like to host the event as well.

* + - * 1. Cocoa and Cram

Was a success and if they have it Winter Quarter they believe it will be a success as well.

E. DISCUSSION ITEM – **Rare Disease Day Proposal**

**Erin Field** presented the proposalon behalf of **Maria Isabel Bueso.**

**Motion** to table **Rare Disease Day Proposal** to next meetingby **D. Tom**, seconded by **M. Bueso,** motion **PASSED.**

1. ROUND TABLE REMARKS

**R. Khorasani**: Is excited to be a part of this committee.

**E. Field:** Happy to get the committee started and to keep it going.

**D. Ingram:** Is excited to have the concord committee and is looking forward to all the events.

1. ADJOURNMENT at **2:19 PM**

Minutes Reviewed by:

**Director Concord Campus**

Name: Erin Field

Minutes Approved on:

**1/26/17**

Date: