**ASI Concord Committee Meeting Minutes January 26, 2017**

1. CALL TO ORDER **at 12:04 PM**
2. ROLL CALL

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

**Not Present:**

**Late:**

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

**Motion** to approve the agenda of **January 26, 2017** by **D. Tom**, second by **J. Lucas**, motion **PASSED**.

1. ACTION ITEM – **Approval of the January 12, 2017 Minutes**

**Motion** to approve the minutes of **January 12th, 2017** by **D. Tom**, second by **F. Arnelas**, 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. UNFINISHED ITEMS:
2. DISCUSSION ITEM – **Rare Disease Day Proposal**

**E. Field** presented the proposalon behalf of **I. Bueso.**

The proposal date is Tuesday February 28th, 2017; last year I. Bueso hosted the event. A great number of faculty members and students donated and helped with the event. The event is to inform faculty and students about the rare diseases and it is always on the last day of February. This year ASI is taking an interest in this event. **E. Field** would like to know what the committee thinks they can do to help with the hosting of the event. **I. Bueso** has hosted this event four years consecutively, in the past year they had a walkathon as well as lunch was provided for the attendees. It is $5 per person in the past events. They will be taking donation and will provide t-shirts. Tables will be needed as the stands, there would be food, and water provided. **I. Bueso** would need the t-shirts, the food. If the Concord campus funds this event, this will only be for the Concord campus students since there won’t be enough funds to fund for the Hayward campus to attend. If the committee funds the event there will be no entrance fee, it will be free for all students to attend. **Darice Ingram** has reached out to both campus and everyone who participated last year, they have all agree they would like to participate in this year’s event. The $5 entrance fee is for a scholarship for a student with a rare disease. By donating the $5 the donator will receive the t-shirt, water bottle and pen.

**19:00**

1. NEW BUSINESS ITEMS:
   1. **DISCUSSION ITEM** — **ASI Concord Budget**

The Committee discussed the Concord budget.

The concord budget it is $6,000 for events, giveaways. Anything they are willing to put up. E. Field will talk to the previous director to find out how the payments were made for the rare disease day as well as to know how much was removed from their fund to pay for Al Fresco.

* 1. **ACTION ITEM— Budget for Rare Disease Day**

The Committee took action on Rare Disease Day budget.

**Motion** to move this action item to the next meeting by **D. Tom**, second by **F. Arnelas**, motion **PASSED**.

**27:00**

* 1. **DISCUSSION ITEM — Advising 101 Event**

The Committee discussed the upcoming Advising Event at Concord.

**E. Field** has talked to advisors who will help advice students for their specific majors. **F. Arnelas** would like to know if **E. Field** could get advisors to help apply to graduate school. **F. Arnelas** would like to know if it is possible to get sandwiches for the food that will be provided. **D. Tom** would like to know if they could pre-register students that way they don’t just spend money on food and not have students attend the actual advising. The computer lab would be another room for the use. This event will take place on February 9th. The room has already been reserved for the Redwood room.

* 1. **ACTION ITEM –Advising 101 Budget**

The Committee decided on a budget for Advising 101.

**Motion** to approve the advising 101 budget not to exceed $500, by **D. Tom**, second by **I. Bueso**, motion **PASSED**.

* 1. **ACTION ITEM — Cocoa & Cram Budget**

The Committee decided on a budget for Cocoa & Cram.

**Motion** to table this item to the next meeting by **D. Tom**, second by **I. Bueso**, motion **PASSED**.

* 1. **DISCUSSION ITEM — Volunteers for Future Events**

The Committee discussed positions and responsibilities for future events.

**E. Field** would like to make it easy for volunteers for future events. They will create a sign I sheet and will pass around the sheet at the events to have them volunteer for future events.

* 1. **DISCUSSION ITEM ­—Giveaways**

The Committee discussed giveaways for the Concord Campus.

**E. Field** asks her committee what giveaways they would like to see at their events. **I. Bueso** believes that giveaways since it will be much more useful. F. Arnelas also believes that giving away more useful items such as binders, water bottles, and sticky notes will be more useful and helpful to the students themselves. Pens and pencils would also be small giveaways that will be useful.

**58:50**

* 1. **DISCUSSION — Committee Delegation for Upcoming Events**

Committee members were assigned tasks for certain events.

**E. Field** gave **F. Arnelas** the task of helping out for advising 101. Their task would be to help with the organization, the room, make sure she is helping the set up. **I. Bueso** will be in charge of rare disease day, since she has hosted this event before **E. Field** is confident that **I. Bueso** will do a great job. J. Lucas will help with create a creature. **E. Field** would be grateful if she could have each of her committee members attend**. D. Tom** will be placed to help with Cocoa and Cram sine he helped on the last one that was hosted at the Concord Campus.

1. ROUND TABLE REMARKS

**E. Field**: Thanks her committee members for attending the meeting and for taking it seriously.

**Darice Ingram**: informs the committee that they will have new vendors starting Monday. It is Golden Gate Gyro; he will be on campus from 11-2 on Mondays and Tuesday. The food bank is officially open and the students can officially get bags of groceries. As of now, restock is everyday just to see what students pick up. The items are donations and there is toilet paper, floss, food, anything a student would need. Many students qualify for Cal fresh so **Darice** can take the applications for Cal fresh.

1. ADJOURNMENT **at 1:23 PM**

Minutes Reviewed by:

**Director Concord Campus**

Name: Erin Field

Minutes Approved on:

**2-2-17**

Date: