**ASI Internal Affairs Committee**

**Karen Parada, Vice President of Communications/Chair of Internal Committee**

10:30-11:30am

Friday, 13th, January 2017

ASI Board Office, New UU 2nd Floor

**Conferencing Instructions:**

Dial in the access telephone number **888-935-1819**

Enter participant pass code **5084625 followed by # sign**

1. CALL TO ORDER
2. ROLL CALL
3. ACTION ITEM **- Approval of the Agenda**
4. ACTION ITEM –  **Approval of the April 26, 2016**
5. 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.**
6. SPECIAL PRESENTATIONS
7. REPORTS
8. UNFINISHED BUSINESS:
	1. ACTION ITEM – **VICE CHAIR ELECTIONS**

The Committee will take action on the Sustainability Affairs Committee Vice Chair.

1. NEW BUSINESS:
	1. INFORMATION ITEM – **ROBERT’S RULES OF ORDER**

Vice President **Parada** will inform the Robert’s Rules of Order process.

* 1. DISCUSSION ITEM – **INTRODUCTIONS**

The committee will introduce themselves to each other and receive paperwork.

* 1. DISCUSSION ITEM – **SOCIAL MEDIA CALENDAR**

The committee will discuss the social media calendar for Winter and Spring quarter.

* 1. DISCUSSION ITEM – **Fall Quarter Newsletter**

The committee will discuss the progress on the Newsletter and how they want to distribute it.

* 1. INFORMATION ITEM – **WINTER QUARTER TIMES**

The committee will discuss potential days and times to meet in the Winter Quarter.

1. CLOSING COMMENTS
2. ADJOURNMENT