**ASI Internal Affairs Committee** **January 13th, 2017**

1. CALL TO ORDER at **10:36 AM**
2. ROLL CALL

**Present:** K. Parada, J. Khokhar, L. Alvarran

**Not Present**: A. Villalobos, H. Rangel, H. Erhahon, E. Pinlac

**Late:**

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

**Motion** to amend the agenda on Action item A, to change sustainability to internal by **J. Khokhar**, seconded by **L. Alvarran**, motion **PASSED**.

1. ACTION ITEM –  **Approval of the May 19, 2016**

**Motion** to approve the minutes of **May 19, 2016** by **J. Khokhar**, seconded by **L. Alvarran**, 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. SPECIAL PRESENTATIONS

No Special Presentations.

1. REPORTS

No Reports.

1. UNFINISHED BUSINESS:
   1. ACTION ITEM – **VICE CHAIR ELECTIONS**

The Committee took action on the Internal Affairs Committee Vice Chair.

**J. Khokhar** was elected to become the new Vice Chair.

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

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

**K. Parada** introduced and informed the board members of Roberts Rules.

* 1. DISCUSSION ITEM – **INTRODUCTIONS**

The committee members introduced themselves to each other and receive paperwork.

**J. Khokhar** is a second year and is a business major. **L. Alvarran** is a senior and is finance major. **K. Parada** VP of communications believes it is stressful but worth it.

**9:10**

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

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

**K. Parada** is the one who manages the social media accounts and has created a social media calendar in order to be reminded of what to post. This platform is to bring awareness to the students and/or remind them of any events that are coming up.

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

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

Fall quarter newsletter will be out late since K. Parada had technical difficulties. Committee members are asked to read the newsletter and give their opinion. K. Parada will be asking the committee members to include their input for the winter quarter newsletter.

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

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

K. Parada would like to meet twice a month if the committee members are open to the option. January 27 will be the second meeting of the month, February 3rd, Friday the 24th, March 3rd and Friday the 10th. K. Parada tells the committee members that they will be reviewing and editing policies. The best way to contact K. Parada is through email.

1. CLOSING COMMENTS

**K. Parada**: There will be a third committee member and bring something to take notes on for next meeting.

1. ADJOURNMENT at 10:58 AM

Minutes Reviewed by:

**Chair, VP of Internal Affairs**

Name: Karen Parada

Minutes Approved on:

**1-27-17**

Date: