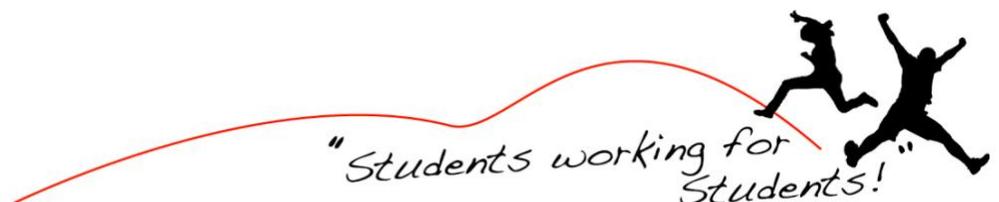


Elections Committee Meeting Minutes February 28, 2019

- I. CALL TO ORDER at **12:35 PM**
- II. ROLL CALL
Present: Sia Saqueen, Bomani Howard, Imani Davis, Khushboo Malhotra, James Carroll, Erik Pinlac
Absent: James De La O., Masoud Hamidi, Marguerite Hinrichs
- III. ACTION ITEM - **Approval of the Agenda**
Motion to approve the agenda by **K. Malhotra**, second by **I. Davis**, motion **PASSED**.
- IV. ACTION ITEM - **Approval of Minutes February 21, 2019**
Motion to table the minutes of February 21, 2019 by **I. Davis**, second by **K. Malhotra**, motion **PASSED**.
- V. PUBLIC COMMENT – **Public Comment is intended as a time for any member of the public to address the committee on any issues affection ASI and/or the California State University, East Bay.**
No public comment.
- VI. UNFINISHED ITEMS
 - a. DISCUSSION ITEM- Marketing Updates
I. Davis states that they have created the example how the forum will look like. Also, decide the format for the sign and what day they will do the video shoot and what day we will do the photos at the Candidates meeting. We will also be getting the funding request for marketing soon. **S. Saqueen** asks when the photos will be put up on the big screen. **E. Pinlac** states that once they have the photos. **S. Saqueen** asks if they are aiming for those who don't have pictures or are they getting the option to get their pictures taken. **I. Davis** states that the candidates get the option to get their picture taken. **S. Saqueen** states that an email should be sent out. **E. Pinlac** states that they are finalizing the marketing request for the forum. They are putting one in for the candidates and for voting because they have to be broken down. For the voting day we are putting together social media ideas. For the candidates they are going to give us a template and we will just insert in all the information. We are printing a banner for the public forums. Khushboo will be designing it. We have to figure out table cloths because from Aramark it is expensive. We changed the format for the event because we can't have 47 people on panel. If they want to get food they will have to meet 5 candidates. **I. Davis** suggests asking the candidates if they will be there one day or both and have them sign up. So we can have an official set up



and we can figure out how many volunteers we might need and go from there. **S. Saqueen** states that they will sign up by next week. **K. Malhotra** asks if they really want to restrict it. We can do half one day and the other half the other day. **I. Davis** states that she doesn't want to do that. She wants people to have the option to come to both days. Or else we won't have the turn out that we are expecting. **J. Carroll** states that restrictions make sense for this event but we won't want to make restrictions for people. Maybe be it would be easier to mention the sign ups at the meeting but not have the sign ups at the meeting. It would maybe easier to send an email with a link to a google form and it would ask them to select one, two or none days. **I. Davis** states that they will need two forms. One is for the videos/ pictures and for the panel. They can put in whatever time since I am available all day Monday.

14:15

VII. NEW BUSINESS ITEMS:

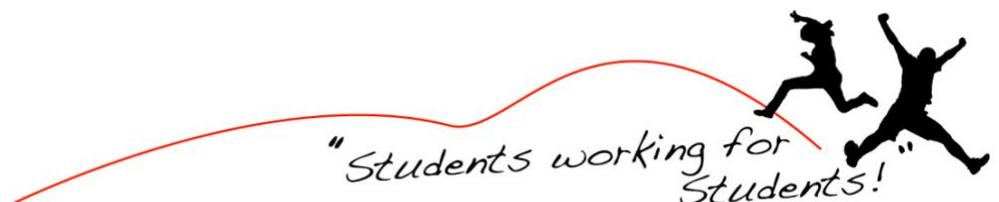
a. DISCUSSION ITEM - **Updates on Candidate/Verification**

J. Carroll states that they are almost done. Candidate verification means that they have GPA minimum for President or VP, involvement with ASI, grades, financial standing. It takes a little bit of time. Hopefully by tomorrow morning or end of today it will be accurate. Eric and I will consult if there is anyone who hasn't met the requirements and we will send them an email. Give them a change to respond because there could be an error. Everyone else who is eligible they will get a reminder that their eligibility was cleared and they are required to come either Monday or Tuesday. From there as a committee we will be able to see the candidate list. We will still be around 45 probably when we are all set in done. Once all set and done we will share the document due to privacy of the students who might have not met the qualifications. We can create a folder on the drive and put in all their photos since we need them for bios and the sign boards. It would be an easy accessed. **E. Pinlac** states that each slide has to be created manually. **J. Carroll** states then it would be easier to create one folder with each candidate's photo.

17:38

b. DISCUSSION ITEM - **Mandatory Candidate Meetings**

S. Saqueen states that she will report on because Masoud could not be at meeting. Masoud has done a lot of work on this presentation that has been used for a long time. We can change the back ground and give it a different feel. Another thing that we will change is the video that is on the presentation because it is old. What we are going to do is have Myles do recreate the same video. **E. Pinlac** asks if they are able to do since all this needs to be done by Monday. **S. Saqueen** states that she sees Myles today. **E. Pinlac** states that he was going to have Myles at the candidates meeting to speak to them. **S. Saqueen** asks what they can do then since it short notice. It's a video about ASI because

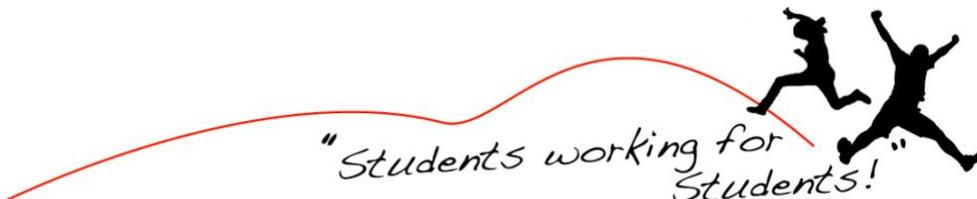


there are people who don't have the understanding about ASI. **E. Pinlac** states to not show the video and just have Myles at the meeting. **I. Davis** states they can show the video and make notes on things that have been updated and changed. Then just speak on those particular changes. **S. Saqueen** states that there are many changes that have happened since the video. **E. Pinlac** states to just take out the video of the presentation because if we do a video it will take a lot of time to fact check. We can just have Myles present on ASI. **I. Davis** states that she knows that there are people who already have questions about the positions. That will probably be the main topic of discussion. **J. Carroll** states that since the video is old and we will have the President there for both days. We can get the incoming board during the summer to make a video about ASI. Then we can use it for the following year and potentially ASI can use it too. **I. Davis** states that they need to be careful with making videos because there are changes always happening. I think that we should hold on to making videos especially old ones because there are a lot of changes happening.

21:54

c. DISCUSSION ITEM - **Volunteer Recruitment**

B. Howard states that he emailed Marguerite and asked her what the list of volunteer is. How many volunteers per tables we will need and how many peer candidates will have help. **I. Davis** states that we will just need volunteers for the entire event. We will need volunteers to serve food, collect tickets, 2-3 people who are going to check on the candidates and the tickets they have and for the check in people. I say at least 15- 20 people max. **E. Pinlac** states that we will have people from the committee helping out as well as volunteers. So if we only get two people from the committee then we will need six volunteers. **I. Davis** asks if eight people will be enough because we at least need 2-3 people are the food table. **E. Pinlac** states that right now he was two people in charge of the food and collecting tickets, Marguerite and someone else at the speakers and two people roaming around. **S. Saqueen** states Bomani can attend the meeting with Eric and Imani that way he has a better understand of what is happening. **I. Davis** states that it wouldn't help him because then he would start thinking about the structure of the vent rather than focusing on what he needs to do. **J. Carroll** states that they can make a google spread sheet and put the date, time, event, number of volunteers and the roles. An email will be sent out to everyone in the committee and then the commitment will be that everyone will put in their needs on the document. **E. Pinlac** states that the recruitment parts it will also be the hard part. We need to get folks interested. **S. Saqueen** asks if they have finalized what will be given to the volunteers. **J. Carroll** states that part of the role is making a list of a potential thank you gift. There is still enough time for that but we should start brainstorming ideas. I will keep in contact with Aramark to see if we can get like a thank you meal from them. Then between Bomani and James create like a thank you goodie bag. **S. Saqueen** states that it would be good to tell them that they are going to receive something at the end of the volunteer. It will give them a reason to help out the


"Students working for Students!"

entire time and to show up. **I. Davis** states that it might not do the job even if you offer something free. **J. Carroll** states that Bomani should Cheick in with James come up with what they will like and if you thinking it will cost any money. Then bring it back up in the next meeting. **K. Malhotra** suggests giving gift cards. **I. Davis** states that gift cards cost money. **K. Malhotra** states that we still need to give them something anyways. **I. Davis** states that they don't have to give them anything because volunteering is volunteering. Maybe we can give them like a t-shirt that they can wear during the event. **E. Pinlac** states that it can be simple and just buy them Cal State East Bay shirts from the book store. **S. Saqueen** asks where they would get the money from. **E. Pinlac** states that they can get it from the marketing budget or from the giveaway budget. **K. Malhotra** states that instead of having giveaway we give to those who are actually helping us. **E. Pinlac** states that he will wait until he gets instructions from Marguerite and Bomani.

31:06

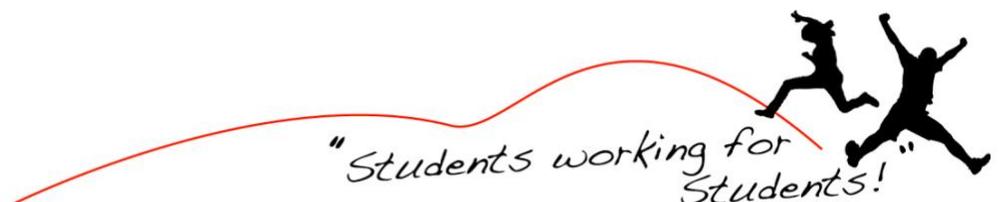
d. DISCUSSION ITEM - **Candidate Forums**

S. Saqueen states that it will be March 19th and 20th and they are all welcome to come. **E. Pinlac** asks who is available for the 19th and 20th. Both events are from 12pm to 1pm but we will need volunteers of people from the committee from 11am to 2pm. **S. Saqueen** asks what will happen at this event. **I. Davis** states that we will give everyone a sheet with all the information about the candidates. Then the students will just go up to the candidates themselves. Each table will probably have two candidates and they will be able to set up how they want. **K. Malhotra** states maybe they should have name tag on their table. **S. Saqueen** asks why we decide on not asking them questions. **I. Davis** states that it is way too many people to ask questions. If anything we can go an ask ASI hashtag on twitter. So it would be like "question for #askASI".

36:33

e. DISCUSSION ITEM - **Communication Concern from ASI Director of Sustainability Zachary Meade**

S. Saqueen states that they had a letter sent to them by the Director of Sustainability. He basically wanted to encourage us to let students know that ASI is here and that we pay them to be here. He believes if that idea is put other there then ASI representative s will take things seriously and that the student body will hold them accountable. **I. Davis** states that only people who are running should know that they are getting payed. **E. Pinlac** states that we should let people know that it's important to vote because they pay for their salary. To take it serious and that it is not a popularity contest. **S. Saqueen** states that she brought it up because she is going to respond and that she didn't want the answer to be just hers. **I. Davis** states that we should emphasize the students working for students. **J. Carroll** states that we keep everything in mind as we encourage students to vote. **S. Saqueen** states that we have to be careful about what we say and be careful about how



we word things. **I. Davis** states that we can use the hashtag about the students working for students. **E. Pinlac** states that we can put in the ballot that these positions are being compensated. **S. Saqueen** states that it would be a good idea to put on the ballot that way they can read it through and not just scroll through it. **E. Pinlac** states that the answer should be enough for Zachary.

45:30

VIII. ROUNDTABLE REMARKS

IX. **E. Pinlac** states that there is a comedy show coming up.

K. Malhotra states that she has been keeping up with the Facebook posts and if they can please like it and share it with others.

S. Saqueen gives a big thank you to everyone and all their hard work.

X. ADJOURNMENT at **1:20 PM**

Minutes Reviewed By:

Chair, Elections Committee

Name: Sia Saqueen

Minutes approved on:

3-7-19

Date:

