

Elections Committee Meeting Minutes of March 6, 2020

- I CALL TO ORDER at **12:12 PM**
- II ROLL CALL
Present: Antonio Orejel, Abhay Satishrao Bilapatte, Kenneth Lefin, Sia Saquee

Absent: James Carroll, Marguerite Hinrichs
- III. ACTION ITEM – **Approval of the agenda**
Move to approve the agenda by **K. Lefin**, second by **S. Saquee**.
- IV. ACTION ITEM – **Approval of minutes May 9, 2019**
Move to approve the minutes of May 9, 2019 by **K. Lefin**, second by **A. Satishrao Bilapette**, motion **CARRIES**.
- V. PUBLIC COMMENT – **Public Comment is intended as a time for any member of the Public to address the committee on any issue’s affection ASI and/or the California State University, East Bay.**
No Public Comment.
- VI. UNFINISHED ITEMS
No Unfinished Items.
- VII. NEW BUSINESS ITEMS

A. DISCUSSION ITEM – **Marketing updates** (Kenneth)
K. Lefin states that he has ordered two feather banners. One of the banners says ASI election and other one says vote now. These banners will be used for multiple years to come and they have already been ordered on BaySync. With posters, I have ordered two posters. One will be for the ASI election forum and the date is March 17th through the 18th from 12:15 p.m. to 1:15 p.m. The location will be at the A&E walkway and it will have our election committee logo on it. On my BaySync, I did not put the A&E walkway and I have to send an email to Kris Disharoon. Hopefully he receives the email and puts it on the A&E walkway. For the second poster for the election poling, the title for that is ASI Election forums. The dates for that are March 23rd, 24th,



and 25th. They will be created on Monday. For the poling, it will also be located at the A&E walkway. It also has the design logo. There will also be eight tables reserved for all the candidates on March 9th through the 20th. I need to put in a request for Instagram pictures for the candidates. I was looking at them and not every candidate has their picture and biography posted. They need to be posted by Monday. One of the members of ASI marketing can help set the layout for it and the pictures can be posted. Currently on Instagram, we have 123 followers and my goal by the end of the semester is to have 400. In Discussion Item C, I will be discussing the form logistics. **S. Saquee** states that James Carroll recommends that we should have a sign that says “Get to Know your Candidates”. I am not sure of what can be done with that, but maybe we can have a link where students can click on to find information about each candidate. Similar to how we can see the Board of Directors on the screen, we can also see the candidates on the there as well. **K. Lefin** asks if the candidates’ face would be shown on the screen. **S. Saquee** replies that their faces would be shown and the positions that they are running for. **E. Pinlac** states that we can display the candidates faces, but the problem is that the sizing is different. It would be a different file from what is used on social media. **K. Lefin** mentions that there are 29 candidates. **A. Orejel** says that displaying the candidates on the screen is a good idea. We could have all the candidates that are running for a certain position be on one slide. It would be the same for the Senate and Board of Directors. **K. Lefin** asks if the pictures of each candidate would be small if all candidates are placed on one slide. **A. Satishrao Bilapatte** states that if they have the passport size pictures of the candidates instead of the Instagram size, we have fit three or four candidates on each slide. **E. Pinlac** says that it depends on the number of candidates. I will put another communication request in stating that you would want candidates running for each position on a slide. **S. Saquee** states that not all the candidate’s pictures have been received. Do we email them? **E. Pinlac** states that you can email them from the official ASI email. **S. Saquee** asks what deadline should be given to them. **E. Pinlac** mentions that they should send their pictures by Monday. **K. Lefin** asks that if a picture is not sent, will the candidate be in trouble or would it be on them. **E. Pinlac** states that it is on them because in order to submit your application, a picture must be submitted. **K. Lefin** asks that since it is included, would they be disqualified if a picture is not provided. **E. Pinlac** clarifies that they would not be disqualified, but they would not have their picture anywhere. **S. Saquee** states that moving forward, she will remind people on Instagram to send in their pictures by Monday morning. I will send an email to them through the ASI email also. **K. Lefin** states that as soon as the pictures are received, he can put a request form for ASI Marketing to create the template. I will also submit a request form for the electric screen.

10:23

B. DISCUSSION ITEM – Campaigning updates (Abhay)



A. Satishrao Bilapatte states that as of now, campaigning has not begun because it begins March 7th at 8 a.m. As of now, there are no campaigning by candidates. There are two forms available on BaySync. One is the grievance form and once campaigning starts, we can look at them one by one. Regarding the other forms, there is a slate information due that is from March 9th. For candidates who want to be a part of a slate, they will fill out the form online. As of now, we only have the two forms that need to be considered. **A. Orejel** asks if there are any candidates that have filled out the slate form. **S. Saquee** states that there is one submission. We will need for candidates to fill out the grievance forms, if anything.

11:58

C. DISCUSSION ITEM – **Candidate Forums logistics** (Kenneth)

K. Lefin states that the Candidate Forums logistics will be held March 17th and 18th from 12:12 p.m. to 1:15 p.m. and the location will be at the A&E walkway. Erik Pinlac and I discussed the format of how the event will go. We were thinking about tables for the candidates with an open mic. They would have two minutes each and a Q&A portion. I composed five ideal questions for the candidates so they can speak during their time. It will be their name, major, their year, and why are you running and what are your goals if elected. I posted them to a Google drive, so whenever campaigning starts, we can send the questions so the candidates are aware. Erik Pinlac has reserved ten tables and four canopies. We already have the microphone and speaker. I know Erik was talking about food for the event. **E. Pinlac** states that he has thinking of not purchasing real food, but was thinking about having snacks that are sealed. As you all know that the corona virus is out there and we want to limit the touch points. We can look at shopping an getting sealed snacks from Costco. **K. Lefin** asks if E. Pinlac knows the budget on food for the event. **E. Pinlac** replies that if they go to Costco, they would have to purchase items under \$250. I want to put it up to the committee to see what they think about it. I am trying to focus on the touching of food and that is where people get sick. **K. Lefin** states that they want students to get involved during the forum. We were thinking of having tickets as an incentive. **A. Orejel** asks if the tables will be on one side and the actual microphone and stage will be on the opposite. **K. Lefin** mentions that he and Erik Pinlac had an idea. By the stairs that go the Valley Business and Technology building, there will be a corner where we will have the microphone and the tables. **E. Pinlac** states that he will draw the set up on the board. It will be a combination of where students can talk and interact with the candidates. The candidates will also be given two to four minutes of a platform to discuss. We chose this area because the food trucks are there. **K. Lefin** asks if the tables would be spread out enough so that they are not close to each other. **E. Pinlac** states that last year, the tables were all connected. **S. Saquee** asks where the food would be located. **E. Pinlac** mentions that it would be on one of the tables. **S. Saquee** adds that she wondering if the food can be placed in an area that students can go through the candidates before



getting to the food. If it is just the food, people will take the food and leave. **K. Lefin** states that that is what was discussed. We can have tickets where they would need to go to two tables before going to the food. **E. Pinlac** states that he liked how it was last year. Each candidate had a ring of tickets and they had to give a ticket to every person they spoke to. Everyone talks to at least two people and they can get a snack or food. **K. Lefin** asks who will be by the food. Would the committee handle it? **E. Pinlac** states that someone would need to be there to handle tickets, another person would need to be by the microphone, and some people walking around to make sure everything is good. The committee can help and we have advisors as well. **S. Saquee** states that they can have a plan of who would be doing each task before the event. **A. Orejel** states that for the forum, they can request volunteers. If that were the case, we could send them a note of appreciation and food. If one of us could do this and possibly ask a friend, and they are willing to do it, we could work with that as well. We have today up until the 17th to discuss it.

20:30

D. DISCUSSION ITEM – **Feedback from candidate meeting**

S. Saquee states that there were a good number of candidates that attended the training except for four candidates. I met with one of them already and I will be meeting with the others. One of them did not contact us at all. If we do not hear from them by tonight, they will be removed from the process. I think the meeting went well and the Election committee showed up. People were able to put a face to the names and make connections with the candidates. We got people to ask questions and got to clarify some things at the meeting. I think it went well. **A. Orejel** states that he was surprised to see three candidates at both meetings. It seems like they are eager and we will see what they have to say when it comes to the actual discussion.

22:12

VIII. ROUNDTABLE REMARKS

E. Pinlac states that campaigning does start tomorrow and I will say keep an eye out when walking around campus. Make sure you understand what and where people can post things. The deadline that was posted, people will follow it. Make sure we all support each other. I am taking a step back and I am here because James Carroll is not here. Marguerite Hinrichs is staking a leave of absence for the month of March. I think you are all doing great and make sure you all stick together as a group. When it becomes contentious during elections, the candidates will come at us. We have to stick together as a group to do our job.

S. Saquee adds that everyone is doing fantastic. The first meeting was good. I am very accessible. You can email or text me if there are any questions. I am available to answer your questions and if you want support during the elections in any way, let me know.

A. Orejel says that with only three of us, we are doing a great job. We should continue contact with the group me and we have each other's phone numbers. This committee should be doing well



for the upcoming semester and we should be able to handle everything as long as we continue to communicate. Great work for us so far.

24:58

IX. **ADJOURNMENT at 12:37 PM**

Minutes Reviewed by:

Committee Chair

Name: Antonio Orejel

Minutes Approved on:

Date:

