Internal Affairs Committee Meeting Minutes of November 21st, 2019

I. CALL TO ORDER at 12:05 PM

II. ROLL CALL
Present: Riley Miller, Tameem Tutakhil, Naomi McKinnie, Melanie Mairena
Absent: Eman Nagi

III. ACTION ITEM - Approval of the Agenda
Motion to approve the agenda of November 21st, 2019 by M. Mairena, second by N. McKinnie.

IV. ACTION ITEM - Approval of the Minutes of October 22, 2019
Motion to approve the minutes of October 22nd, 2019 by N. McKinnie, second by M. Mairena.

V. 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.

VI. UNFINISHED ITEMS:
No Unfinished Items.

VII. NEW BUSINESS ITEMS:
A. DISCUSSION ITEM- ASI BOD & Senate Alumni Wall and Website Policy
The Committee will look over the policy and discuss how to include the Senate and Directors into the ASI website, rather than the Alumni wall. R. Miller states that this was to clarify the alumni board outside. The chair used to be the president, but it was separated into two positions. The other wall is for ASI Board members. In order to still give recognition to the non-academic Senate, we want to make sure they are on the ASI website because it is easy and obtainable to do. We will also fix the writing from quarter to semester. If it is good for referring, we can motion to refer to the next Executive Committee meeting and they can decide whether they would like to refer it to the Board of Directors.
Motion to move the ASI Board of Directors and Senate Alumni Wall and Website Policy to the Executive Committee by R. Miller, second by N. McKinnie.

7:29

B. DISCUSSION ITEM- Newsletter
The Committee will look over the newsletter draft and further discuss ideas for the Fall 2019 edition.

R. Miller says that he worked with T. Tutakhil and Jordan Chung, from marketing. I think a brochure would be a good idea since it provides sections that are organized and can be handed out to students to show what ASI does and what has been done. I know we have been working individually on this. Would you all like to discuss it now or should we continue what we are doing? M. Mairena states that she only has aesthetic corrections. R. Miller replies that this is a draft just to get the information in. M. Mairena states that it is good to talk about it now, but we are on a good track doing it individually or in small groups.

9:38

C. DISCUSSION ITEM- President Morishita Honorary Membership
The Committee will discuss CSU East Bay’s honorary ASI membership for after he retires. R. Miller states that he has not read further into it, but it is an on-going discussion. It can be a page and a half to discuss what President Morishita has done and his achievements. He started different campaigns that raised double the expected amount of money. I am supposed to be getting him on East Bay Live next semester and we can always amend it and add information if things change later. I will work on this over the break, but if we can all try to finish it by November 30th, the same deadline as the newsletter. Would you all like for me to do the rough draft and correct it as we go? M. Mairena responds yes. R. Miller states that there are ideas and references to what it is and additions can be made. You can include anything you would like or questions you may have about President Morishita’s time at East Bay.

12:35

D. DISCUSSION ITEM- Plans for Spring Semester
The Committee will discuss a plan of action for to-do lists for thanksgiving break and winter break to get ready for spring. R. Miller states that with Thanksgiving break, it would be good if everyone can look at the newsletter, make edits and try making it look nice. Please look at the President Morishita Honorary Membership because it is one of important documents. There are also old documents that we can view and revise the language in them. We can collaborate and discuss what were the pros and cons of this semester and how we can move forward. We also have East Bay Live professor, Kevin Pina. He is looking for
four ASI members to teach video production and he spoke about using this committee. I am not sure if it would necessarily be this committee this year, but it is an idea moving forward. If you are interested in learning about production, it can be done. I have a journal of ideas for the next semester. Everyone should have their classes picked out soon and over the break, I will try to schedule meetings for next semester and I will have you all fill out a doodle again and have the times approved. We meet every other Thursday and we can meet after the break to make sure we are up to date with everything. I want the newsletter due on the 30th that way we have dead week and finals to disperse everything.

16:10

VIII. SPECIAL REPORTS:
No Special Reports.

IX. ROUND TABLE REMARKS
R. Miller says to be safe over Thanksgiving break and appreciates everyone’s work this semester. I know you are all busy, but take care of yourselves.

16:39

X. ADJOURNMENT at 12:21 PM

Minutes Reviewed By:
Vice President of Communications & Chair
Name: Riley Miller

Minutes Approved On:
2-10-2020
Date: