

Internal Affairs Committee Meeting Minutes of February 24, 2020

- I. CALL TO ORDER at **11:05 AM**
- II. ROLL CALL
Present: Riley Miller, Tameem Tutakhil, Eman Nagi.

Absent: Melanie Mairena.
- III. ACTION ITEM - **Approval of the Agenda**
Motion to approve the agenda of February 24, 2020 by **E. Nagi**, second by **T. Tutakhil**, motion **CARRIED.**
- IV. ACTION ITEM - **Approval of the Minutes of February 10, 2020**
Motion to approve the minutes of February 10, 2020 by **T. Tutakhil**, second by **E. Nagi**, motion **CARRIED.**
- V. PUBLIC COMMENT – **Public Comment is intended as a time for any member of the public to address the committee on any issues affecting ASI and/or the California State University, East Bay.**
No public comment.
- VI. UNFINISHED ITEMS:
No unfinished items.
2:04
- VII. NEW BUSINESS ITEMS:
 - A. DISCUSSION ITEM- **ASI Banquet**
The Committee will discuss details regarding the ASI Banquet on May 1st.
R. Miller states that D. Cuevas has reached out to him regarding the planning of the ASI Banquet. Due D. Cuevas participating last year in organizing the banquet, I thought it would be a good idea for her to help out again this year. The ASI Banquet will take place on Friday, May 1, 2020 from 3:00 PM – 6:30 PM. Next door, the Housing Banquet will take place as well, which they usually tend to be loud. By ending it at 6:30 PM, it will allow everyone to attend the last ASI movie event of Black Widow. All of these events will take place at the



MPR and dress attire will consist of cocktail attire. The theme will be old Hollywood, for example, 1920's theme, colors will consist of red, black, and gold. We wrote down some ideas for center pieces and decoration, our budget will consist of \$5,000.00. Our estimated food cost will be \$1,600.00 and our award budget will range about the same as the food budget, which would be a total of \$3,200.00 already spent. The food cost is \$16.00 per person and an estimate of 100 people will attend, leaving our budget to \$1,800.00. We are planning to send out invitations by March 13, 2020 and people would have to RSVP by April 2, 2020. Also, we are planning to have a few games like; Blackjack and will have the poker chips be raffle tickets instead. We might have a photobooth as well, I have a someone who might be able to provide this service for us. I also wanted to discuss if we should just invest in one due to having multiple events. We're also trying to hire a DJ and have received a couple quotes from people. Lastly, we are trying to get some balloons that say ASI and some souvenirs. **T. Tutakhil** states that if the banquet will be in the same place as the Housing Banquet. **R. Miller** states yes, both events will be inside the MPR, but a divider will be between the two events. Typically, the Housing Banquet starts around 6 PM and ends around 8 PM. This is the flyer that we created on Canva. **T. Tutakhil** states that in regard to someone who is not apart of ASI, can they attend. **R. Miller** states it depends on how many RSVP we have and if there's enough for everyone to have a plus one. Paint and glitter will not be allowed in any rooms, but if you have any ideas let me know.

9:16

B. DISCUSSION ITEM- **SB493 Gender Equity in Education; Sexual Harassment**
https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201920200SB493

The Committee will discuss creating an ASI Resolution in Support of this Bill

R. Miller states that he was assigned this item a couple weeks ago, however, another person at ASI wanted to work on this resolution. Therefore, the resolution will be passed on to that person and we don't have to worry about it. I'm going to indefinitely table discussion item B. **T. Tutakhil** states that if were ever going to work on this resolution. **R. Miller** states no, not in our committee.

Motion to indefinitely table discussion item B by **R. Miller**, second by **E. Nagi**, motion **CARRIED**.

10:33

C. DISCUSSION ITEM- **Legislature Follow-Up**

The committee will discuss passed legislature and make sure they are being upheld.

R. Miller states that he has been in communication with the executive committee. **K. Dhillon** and I have worked on a few resolutions, and we will be revising some of the ones we have



previously done. We just want to make sure the wording in the resolutions is correct, but most importantly making sure we are upholding these resolutions. For example, if we have a resolution in support of sustainability, then we are making sure to follow up with the Director of Sustainability. This will help to keep everyone accountable for the resolutions that they passed. I'll share all the resolutions that have been in the past three years. Is there any specific topics of resolutions that any of you would like to work on? **E. Nagi** states that she would like finance or anything with budgeting. **R. Miller** states if club funding would be something E. Nagi would be interested in? **E. Nagi** states yes.

14:20

D. DISCUSSION ITEM- **Marketing Campaigns**

The committee will brainstorm ideas for different Marketing Campaigns

R. Miller states that with his position, he is in communication with marketing and communications department to help create new ideas. I know the Director of Wellness and Programming are having a Wellness Week and we will be participating in the Fitness Dress Campaign next week. I also wanted to see a Health center campaign and advertise for that department so that students can be aware. As well as, other advertisement for our business partners in order to collaborate with them in the future and for students to know what stores gives discounts. When the newsletter goes out, I want to make sure that we advertise for the elections coming up. **E. Nagi** states who is coming for Spring Mayhem. **R. Miller** states that it will be announced on March 10th. **T. Tutakhil** states that from last years' experience, I know everyone was excited for the performers but as the date approached there was not as much excitement. Many people are questioning whether this year's performers are worth attending. **R. Miller** states that if we can come up with any campaigning ideas. **T. Tutakhil** states that Spring Mayhem will be campaigned by ASI Presents. However, I feel in order to keep the excitement of the reveal before they announce the performers, we can do an ad with a black box and question mark. Are there any campaigns around campus for the Black Widow movie? **R. Miller** states yes, due to being the biggest movie ASI Presents is going to show. **T. Tutakhil** states that last year, a lot of people were excited for Earth Week. **R. Miller** states that there was a big turnout. **T. Tutakhil** states that the irony was that a lot of flyers were passed out, instead of doing it virtually. One thing I hope we do consider is sending out flyers virtually. I also had a question of what Census 2020 is. **R. Miller** states that the Legislative Committee is spreading awareness of Census 2020 by helping students understand how the Census affects them. We will have small stations, in which students can fill out the Census, this will benefit the city by providing more funds into the city. **T. Tutakhil** states that campaigning for these events seem simple, we can start campaigning



for Spring Mayhem already. **E. Nagi** states when is the Footloose Musical? **R. Miller** states March 20th. **T. Tutakhil** states that it's not really advertised. **R. Miller** states that those events listed, they make a hand full of posters to post around campus. **E. Nagi** states if these events are sent out in an email. **R. Miller** states yes. **T. Tutakhil** states that the Footloose event should be promoted more, especially to target those who like plays. I know PASA has a yearly event, in which they sell out their events and bring in people from different cultures. If we can figure out how they sell out in their plays, we could use that to promote other musicals. **E. Nagi** states that we could promote it more in housing. **T. Tutakhil** states what is the Talent show? **R. Miller** states that students perform what they now. **T. Tutakhil** states if R. Miller can explain the escape room. **R. Miller** states that they close off room 307 and have a group of ten to fifteen students solve clues to get out of the room. **T. Tutakhil** states that from what he sees a lot of these events need to be promoted more in order to engage students to participate.

28:48

VIII. SPECIAL REPORTS:

No special reports.

28:55

IX. ROUND TABLE REMARKS

E. Nagi states that hopefully the events that we discussed are promoted more. I admire the flyer.

R. Miller states thank you marketing team. Hopefully school and midterms are going well.

29:37

X. ADJOURNMENT at **11:34 AM**

Minutes reviewed by:

Vice President of Communication & Chair

Name: Brittney Golez

Brittney Golez

Brittney Golez (Feb 15, 2021 11:49 PST)

Minutes approved on:

2-5-2021

Date:



Internal Affairs Committee Meeting Minutes of February 24, 2020

Final Audit Report

2021-02-15

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