Programming Council Committee Minutes of February 14th, 2020

I. CALL TO ORDER at 10:22 AM

II. ROLL CALL
   Present: Euridice Pamela Sanchez, Lilia Ramirez, Khayree Wells, Nishit Patel, Lynn Vu, Jasmine Domino
   Absent: Aziz Shaban

III. ACTION ITEM - Approval of the Agenda
    Motion to approve the agenda of February 14, 2020 by K. Wells, second by L. Ramirez, motion CARRIES.

IV. ACTION ITEM - Approval of the Minutes of May 7, 2019 and April 30, 2019
    Motion to approve the minutes of May 7, 2019 and April 30, 2019 by L. Ramirez, second by J. Domino, motion CARRIES.

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.

VII. NEW BUSINESS ITEMS:
    A. INFORMATION ITEM- Committee Meeting Dates & Times
       E. Sanchez states that she wants to make it official. All Programming committee meetings will be every Friday from 10:00 AM to 11:00 AM starting February 14, 2020. There will be times in which I will not be here but we have a Co-Chair who will conduct the meeting. A lot of the events coming are urgent and we need to get them approved and completed by the end of the semester.

4:25

    B. INFORMATION ITEM- Programming Committee Budget
Every semester, the programming committee has a budget of $5,500 for food expenses, and $5,500 for non-food expenses plus the unspent money from the past semester within the same school year. E. Sanchez states that there is money left over from last semester that wasn’t used. It gives us more space. Every semester we are given $5,500 for food items and $5,500 for non-food items. Catering goes under food or if we order off campus. Our limit for purchasing food off campus is $250 per month. For non-food expenses it would be any activities that we want to do.

5:37

C. DISCUSSION ITEM- Black History Bash Funding
The Director of Programming will be collaborating with Black Student Union for a celebration in honor of Black History Month (February). The expected costs $1,000 for non-food and $1,250 from the food budget out of the programming budget. E. Sanchez states that she met with BSU and we decided on what we wanted to have. We went with catering and we picked what food we will get. We also decided to get $250 worth of food off campus from a Soul Food restaurant. J. Domino states that she is the President of BSU. What they wanted to go to the Southern Café and get items from there. For activities we were thinking of having inflatables and something fun for the students. E. Sanchez states that this is a budget but it doesn’t mean we were going to spend all of it. I do want to spend all the food money because it is something we need. N. Patel asks when this is going to happen. E. Sanchez states it will be on February 25, 2020. In order to get this done we need to have all of this approved next meeting. This event will be in the MPR during University Hour on February 25, 2020. If you can be there, please be there. It will help you get out of your comfort zone.

7:57

D. DISCUSSION ITEM- Self-Care Fair Funding
The Director of Programming and Director of Wellness will be collaborating with SHAC/RAW in celebration of Women’s History Month (March). The expected costs $1,500 for non-food and $1,500 from food budget out of the programming budget. E. Sanchez states that the Self-Care fair is something I am working on for the month of March. The budget is a bit higher than expected because I expect more people to be there. For food it is $1,500 and for non-funding is $1,500. My idea for the non-food items is self-care items like face masks. I want students to be able to take items home. For food I was thinking of getting food catered. L. Ramirez asks what day it will be. E. Sanchez states that she just knows it will be in March. J. Domino states if she can send the date in the
group Chat. **E. Sanchez** states yes. Another idea that would be fun is having a workshop on how to do it all. It will be focusing on self-care and mental health. It will be Tuesday March 10, 2020 in the University Union room 311 during University Union. We will by items that women would use. I do want to do the workshop so more women can get inspired. **J. Domino** asks if the workshop will be during the event. **E. Sanchez** states yes. It will be like a speech since University hour is only an hour long. **J. Domino** asks if the Director of Wellness will be there too. **E. Sanchez** states yes because she is our direct contact with the SHAC and the RAW. The SHAC is the Student Health Center. **J. Domino** asks if they will have to set up. **E. Sanchez** states that most likely they will have to set up. If you all want to do decorations let me know. For the most part you all have are keeping me in check and making sure we don’t go over budget. **K. Wells** asks what items are going to be purchased. **E. Sanchez** states that she wants to do stress balls, a nail station, face mask, bath bombs and massages. I can do a list with all the items that I am looking into. **K. Wells** ask if she has done a budget. **E. Sanchez** states that the max is $3,000. We don’t have to spend all the money. **N. Patel** asks what if they go over budget. **E. Sanchez** states that there is no limit on how much you can spend per event. If we approve all the events it all add up to $5,500 and we want to spend all of our money. If we don’t spend it our budget gets cut for next semester. **N. Patel** asks who asked for this money. **E. Sanchez** states that she came up with all these events. The events are always different every year. At the end of the year we have Sweets and Studies and if we use up all the money for this semester I still have left over the budget from last semester. We want to be at zero. **K. Wells** asks if all theses items will be approved next meeting. **E. Sanchez** states that we can or we can move to post pone it that way I can give you more information. Feel free to ask me any questions.

18:03

**E. DISCUSSION ITEM - Wellness Wednesday**
The Director of Wellness will be collaborating with SHAC/RAW/ASI PRESENTS for an outdoor event promoting self-care and mental health awareness. The expected costs are $1,500 food and $1,000 non-food.

**Motion** to postpone Discussion Item E – Wellness Wednesday until the next meeting by **N. Patel**, second by **J. Domino**, motion CARRIES.

**J. Domino** asks when this event will happen. **E. Sanchez** states that it will be in March. The Director of Wellness and I share a budget but I get the majority of it. She has a part of it because she tends to collaborate with the SHAC and the RAW. I suggest postponing it to the next meeting so the Director of Wellness can speak on it.
F. DISCUSSION ITEM- API/MESA Bash Funding
The Director of Programming will be collaborating with PASA for a celebration in honor of API/MESA Heritage Month (April). The expected costs are $1,000 for non-food and $1,250 from food budget out of the programming budget. E. Sanchez states that the API are the Asian Pacific Island population. I haven’t had time to meet with them. I wanted to put everything on here so you all know what my ideas were. Motion to postpone Discussion Item F – API/MESA Bash Funding until the next meeting by K. Wells, second by J. Domino, motion CARRIES.

22:36

VIII. SPECIAL REPORTS:
No Special Reports.

IX. ROUND TABLE REMARKS
E. Sanchez states that in this section anyone can state any or updates that you want to share with the group.
K. Wells states that he is excited to be working with everyone and getting himself known.
L. Ramirez states that she is excited to work with everyone and all the different groups that we will be collaborating with.
E. Sanchez states that she is excited and is happy they finally met. In this section, you can promote any events that are coming up in your Clubs & Orgs. She is running for Homecoming Queen and encourages everyone to come out to all the events. Tuesday, February 18 there will be an indoor festival at the RAW. On February 19, 2020 there will be a Fashion show where you can model the clothes that are at the book store. On February 20, 2020 we have the march and ASI has a float. If you would like to help out let me know. There is a Pre- Game Tailgate for the basketball game. At this event they will be announcing the Homecoming Court. On Friday February 21, 2020 we have the Campus Service Day. There are many ways that you can help out. On Saturday we have family fun day. At the men’s basketball game, they will announce the Queen and King and voting opens Friday. I won’t be at the meeting of February 28, 2020 but Lynn will be here to run the meeting.

X. ADJOURNMENT at 10:52 AM

Minutes Reviewed by:
Director of Programming/Chair
Name: Euridice Pamela Sanchez

Minutes Approved on: 2-28-2020
Date: