

Programming Committee Meeting Minutes of March 1, 2021

- I. CALL TO ORDER at **10:10 AM**
- II. ROLL CALL
Present: Zaira Perez, Nicholas Brandao, Alexis Caringal-Holmes, Aa'ishah Riaz, Arazeli Barragan, Maricarmen Marin, Marlo Spooner.
- III. ACTION ITEM - **Approval of the Agenda**
Motion to approve the agenda of March 1, 2021 by **M. Spooner**, second by **N. Brandao**, motion **CARRIED**.
- IV. ACTION ITEM – **Approval of the Minutes of February 17, 2021**
Motion to approve the minutes of February 17, 2021 by **A. Caringal-Holmes**, second by **A. Barragan**, 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 the ASI Programming Committee and/or the California State University, East Bay.**
No public comment.
- VI. UNFINISHED ITEMS:
 - A. DISCUSSION ITEM – Sock Giveaway
The Programming Committee will discuss and take action on a funding request for the Sock Giveaway.
N. Brandao states I met with A. Miralles, who is the Director of the Concord campus. We will be working together to create a successful giveaway. I did mention to her that we should receive student feedback on what they would like, instead of us providing something that they might not need. If we were to conduct an open survey without having specific items, we believe that it will be too chaotic. We want to narrow down the needs that students may want. We are going to create four good options in order to present to students. I wanted to reach out to this committee in order for you all to ask your friends or classmates on what four main items they would want. A. Miralles is in the process of doing this with her committee. We can giveaway the top two items. **Z. Perez** states I



was talking with E. Pamela Sanchez on doing a basic needs giveaway with boxes of class shirts. I was a little confused when she started talking about your sock giveaway, but she did mention that you talked to someone from the R.A.W. From their research, they saw that socks were a big necessity at the moment. **N. Brandao** states we had a guest speaker present to the board of directors a couple of weeks ago. The speaker had a presentation on how it would be to wear the same socks and the affects of it. We sympathized with this issue, which is why I wanted to create a sock drive. **Z. Perez** ask how will you be distributing these socks? **N. Brandao** states regarding the distribution I am speaking with H.O.P.E to see what their viewpoint on this matter is. Doris from H.O.P.E states that toiletries, clothing, and food are stored there. Which maybe, we can start there, as well as online delivery packages. I know due to COVID we have delivered items to students and I am hoping we can do the same thing. **Z. Perez** ask if **N. Brandao** would want to make this an action item for next week? **N. Brandao** states yes. I just need to reverify our budget due to speaking with A. Miralles and I want to use most of my budget for this giveaway. Due to our budget not rolling out to the following year. **Z. Perez** ask if you know how much is in your budget. **N. Brandao** states I need to verify with O. Shakoor and E. Pinlac. **A. Caringal-Holmes** states I believe this is a perfect idea. My only question is how would you like us to go about asking people verbally or creating a small google form? **N. Brandao** states you can ask through social media or friend groups in order to receive an idea of what four options we can put for the google form. **A. Caringal-Holmes** states thank you, I just wanted to create an efficient plan to go about this. **N. Brandao** states if I come up with anything else, I will message the group. **M. Spooner** ask if we all have our own budget or is this something different? **Z. Perez** states that as directors, we each have our own funding. However, **N. Brandao** would have to request and get the funding approved in order to carry out this item.

11:54

VII. NEW BUSINESS ITEMS:

A. INFORMATION ITEM - **Committee Meeting Dates & Times**

All programming committee meetings will be every Monday from 10:00am-11:00am starting March 1st.



Z. Perez states we will have our committee meetings every Monday from 10:00 AM until 11:00 AM starting March 1st.

12:21

B. DISCUSSION ITEM – Basic Needs Boxes

The Programming Committee will discuss basic needs boxes for students and the basic needs school wide survey.

Z. Perez states I was talking to the previous director of programming, which is now our current ASI President. She suggested if we were to do surveys, we will need to send them out this week. We have to buy all of the products for the boxes and include shipping. We also need time to put the boxes together, I am not sure if the people at the office can help us put these boxes together. I might need to fly to campus in order to help out. We need to discuss what items we want to include in the survey or if we do not want to put up a survey. The H.O.P.E pantry has pop up events that faculty and staff attend. Therefore, I was thinking of giving some boxes to H.O.P.E in order to distribute it in their food giveaways. It would be beneficial for them to receive this basic need box due to not knowing what they need exactly. **N. Brandao** states the basic need boxes are separate from the sock giveaway. **Z. Perez** states when we were trying to do the sweets and giveaways, our committee did state that we should include basic items to give to students. We want to put more thought into these boxes in order to accommodate all of our students. This is different from your event unless you want to make this event together. **N. Brandao** states I do not mind doing two separate events, but we should space out the events a little bit. **Z. Perez** states due to your being an action item it will be completed sooner than our event. For our giveaway boxes we are going to put lots of items, in which we might send out in April or in May. We also need time to put the boxes, items together, and send it out to students. **A. Caringal-Holmes** ask if we can plan an estimated time in which we would want to carry out these items? Should half of us help plan for one event and then the second event or how should we best go about it? **Z. Perez** states we will be working on them in these meetings. If we need to conduct more meetings we can do so, or you can message people separately to offer your assistance. **N. Brandao** ask if you are asking to be more hands on outside of the meetings? **A. Caringal-Holmes** states yes. I am not sure if we allowed to do so. I do have an idea on how to reach out to students, in which I will share in the



group chat. I was also planning to post on my Instagram and tag other programs. **Z. Perez** states due to the survey taking time, it would be best to post on social media in order to receive faster responses. In the group chat we can discuss ideas on how to go about these ideas. During our meetings, we can bring it up when we have a more concrete idea. **N. Brandao** states that I will be reaching out in order to divide the workload and that way you as a committee can be involved in this task. **Z. Perez** states we can have more of a discussion in our next meeting, I will be sending out the agenda by Wednesday and if we need more time, I can postpone the item. If you have anything that you would like to add to the agenda, make sure to send out it by tomorrow since I will send the agenda out by Wednesday. I can work on the survey, in which we can eventually send out to students once we have received feedback from Instagram. **M. Spooner** states my connection was really bad, but did you discuss the agenda for next week? **Z. Perez** states yes. If you want something on the agenda for next week, send it to me by tomorrow in order for me to send out the agenda by Wednesday morning. Due to having it to be sent out within a certain timeframe. If I do not receive it in time, I will push it to the next meeting. **N. Brandao** states the agenda will need to be sent seventy-two hours beforehand. **Z. Perez** states yes, which it does not count weekends. This issue happened during our first meeting, in which I sent out the agenda late. **M. Spooner** states I have sent you an email to add a discussion item to the agenda. Would I have to send it again? **Z. Perez** states no.

24:16

VIII. ROUND TABLE REMARKS

Z. Perez states I will send a reminder to send out your agendas to me by Tuesday at 9:00 PM.

N. Brandao states I just seen what A. Caringal-Holmes wrote in the group chat and I believe it will be a great post. We can also post it on the ASI Instagram in order to get more traction.

M. Spooner ask if we have a staff member that works alongside us?

Z. Perez states I usually work alongside K. Disharoon and I will order items through him.

M. Spooner ask who is K. Disharoon?

N. Brandao states Kris Disharoon is associated director to ASI. He is very knowledgeable with many things relating to ASI. Typically, every board of director meets with him every



two weeks. He is one of the people who go to the most when we have questions or want to do events.

A. Caringal-Holmes states I work for a transfer program with CEAS. I have great connections with them, and I am the outreach coordinator for the business center. I can reach out to them and anyone else that I know.

Z. Perez states if we can share the post that A. Caringal-Holmes created. I will also speak with B. Golez to see if we can create a post to post soon.

28:58

IX. ADJOURNMENT at 10:38 AM

Minutes reviewed by

Director of Programming Council, Chair of the Committee

Name: Zaira Perez



zaira.perez (Mar 15, 2021 10:23 PDT)

Minutes approved on:

3-8-2021

Date:









Programming Committee Meeting Minutes of March 1, 2021

Final Audit Report

2021-03-15

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