

**ALFSS E-Board Meeting Agenda**  
**Monday, August 10<sup>th</sup>**  
**5:00pm – 6:30pm**  
**ZOOM: <https://csusb.zoom.us/j/97408496542>**

	<b>Action Items</b>
<b>I. Approval of the Agenda (2 minutes)</b>	
<ul style="list-style-type: none"> <li>a. Leah and Miranda</li> </ul>	
<b>II. Approval of the Minutes (2 minutes)</b>	
<ul style="list-style-type: none"> <li>a. Miranda and Vilchis</li> </ul>	
<b>III. Diversity &amp; Inclusion – Denise Banuelos and Sara Aguirre (20 minutes)</b>	
<ul style="list-style-type: none"> <li>a. Denise Banuelos – Diversity &amp; Inclusion Manager</li> </ul>	
<ul style="list-style-type: none"> <li>b. Sara Aguirre – Discrimination, Harassment and Retaliation (DHR) Investigator</li> </ul>	
<ul style="list-style-type: none"> <li>c. Questions for the group:             <ul style="list-style-type: none"> <li>■ What type of information/events/training would ALFSS members benefit from?                 <ol style="list-style-type: none"> <li>1. Please provide more than a week notice</li> <li>2. Jonathan and Edgar: walking the campus is different as a Latino vs. African American; educate on campus culture and the differences (tie PDC into this)</li> </ol> </li> <li>■ Banuelos: Consortium involvement is extremely important                 <ol style="list-style-type: none"> <li>1. Perhaps survey membership to see what their needs are</li> </ol> </li> </ul> </li> </ul>	
	<p>The board will discuss this and bring their interests back to Denise and Sara</p>
	<p>Question will be posed to membership</p>
<b>IV. Membership Updates (7 minutes)</b>	
<ul style="list-style-type: none"> <li>a. Membership Application Update             <ul style="list-style-type: none"> <li>■ Updated according to By-Laws (see attached)</li> <li>■ First by Stiff. Canseco seconds. Discussion:                 <ol style="list-style-type: none"> <li>1. Astorga: this will all be virtually submitted, correct? Payment online?                     <ul style="list-style-type: none"> <li>a. Jonathan: fill it out and submit it via email. Payment method is still in the works.</li> </ul> </li> </ol> </li> </ul> </li> </ul>	

- b. Vilchis: possible to have it through Adobe Sign so that they don't have to email it, it will just be sent directly to Jonathan.
- c. Canseco: suggests that we make this into a Drupal form directly in the website so that it's more accessible to those who don't have access to Adobe and so that they can submit payment directly upon form submission.
- d. Canseco: how will payment be made?
  - i. Payments are currently on hold, currently only taking applications.
  - ii. For Staff/Faculty, we can still do the payroll deduction.
- e. Canseco: add graduation date into the application

Jonathan will explore this option

- Majority vote in favor of the new membership application. Motion passes. Form accepted.

b. Discrepancy

- Some members are on payroll deduction, but they're not having \$5 a month deducted (it's not adding up to \$60 a year).
- Employees who are paid twice a month rather than once a month need to fill out a different payroll form

c. Membership Birthday Information

**V. Website (5 minutes)**

a. Archiving Documents on Website

- Leah will be archiving all previous agendas/minutes

b. Scholarship Database

- Astorga would like to add a page on website for scholarships

**VI. RAFFMA Calaveras Auction Collab (7 minutes)**

a. The virtual show will be about two weeks long

- Vilchis: perhaps move the auction to the Dia De Los Muertos week of event for joint advertisement

b. 75 skulls total, \$10 each, \$750 cost

- ALFSS would be asked to pay for half - \$375
- Average skull sold for \$25, but starting price is negotiable

Jonathan will add this to the form

- Profit will be split half/half
  - c. Tags with “thank you” quotes from students
  - d. Possibly ask art class faculty for collaboration
  - e. Motion by Vilchis, Second by Stiff
    - Executive Board votes in favor of spending \$375 toward the auction.

Miranda and Ericka will work together to make this happen

**VII. Doris Retirement (7 minutes)**

- a. Would we like to do anything to celebrate her?
- b. Vilchis motions to spend no more than \$75. Second by Stiff.
  - Canseco: announce Doris’s retirement and scholarship fund at the Bienvenida
  - Executive Board votes in favor of spending no more than \$75 on Doris’s retirement gift.

Monica will order her gift

**VIII. Event Overviews (15 minutes)**

- a. Hispanic Heritage Month
  - Kahoot Event
    1. Thursday, September 17
      - a. 12 PM
    2. Leads: Monica/ Jonathan
  - Dance Event
    1. Thursday, September 24
      - a. 5 PM
    2. Leads: Monica/Edgar
  - Afro-Latino Event
    1. Thursday, October 1
      - a. 12 PM
    2. Leads: Edgar/Francisco
  - Latinx/LGBTQ+ Community Culture Event
    1. Thursday, October 8
      - a. 12 PM
    2. Leads: Jonathan/Francisco
  - Voter Event
    1. Thursday, October 15
      - a. 12 PM
    2. Leads: Leah, Miranda, Erika
- b. Fall Bienvenida
  - New Date Needed
    1. In communication with the president’s office; date TBD
  - Tentative agenda has been created by the committee
- c. Crowdfunding content is almost ready to go
- d. August Social
  - First happy hour: August 24<sup>th</sup> at 5:00pm

Leah will send out calendar invite for these events

Francisco will send the crowdfunding content out via email for feedback

- Miranda already put together the invitation (in the Drive)
- Drink: Margarita

Leah will send out calendar invite for the Happy Hour

**IX. Officer Reports (15 minutes)**

- a. Monica McMahon, President
- b. Aurora Vilchis, Vice President
- c. Leah Stiff, Executive Secretary
- d. Ericka Saucedo, Treasurer
- e. Miranda Canseco, Director of Marketing
  - Welcome email will include the diversity & inclusion statement and the invitation to the Bienvenida
- f. Francisco Alfaro, Director of Programs
- g. Jonathan Gonzalez-Montelongo, Director of Membership
  - Has been working on reviewing the lifetime membership
- h. Edgar Astorga, Director of Scholarships
- i. Rosemarie Valencia, Student Representative

Monica will have the Diversity & Inclusion statement by the 18<sup>th</sup> at the latest

**X. Discussion Topics (5 minutes)**

- a. Student benefits: adding letters of rec, help with writing essays, volunteer; having separate flyer just for the students
- b. Still outstanding Latino Grad sashes that need to be mailed; Ericka and Monica will work on this with colleagues

Leah will contact these students to let them know the status of their order

**XI. Adjournment (2 minutes)**

- a. First by Canseco, second by Vilchis