



CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO

ALFSS BOARD MEETINGS MINUTES

October 08, 2019

4:00 - 6:00 PM

CE - 305

At 4:13 pm meeting is called to order

1. Approval of the September 20th Meeting Minutes
 - a. Monica motioned to approve, Miranda seconded. No discussion, all in favor with hands raised; motion approved.
2. Approval of the Agenda
 - a. Miranda motioned to approve, Carolina seconded. No discussion, all in favor with hands raised; motion approved.
3. New Business
 - a. ALFSS Polos
 - i. Based on a discussion at the general meeting, conversation was held on the purchase of polos.
 - ii. Aurora motions to open the orders of Polo shirts to all membership, including community not exclusive to paid ALFSS members. The cost of the polo would not exceed \$40 to be paid by anyone requesting a polo. Orders would be accepted on an ongoing basis and processed by the treasurer. Miranda seconds the motion. Enrique made a friendly amendment to only open to current paid members. Friendly amendment accepted. Motion is now reads, open the orders of Polo shirts to all memberships. The cost of the polo would not exceed \$40 to be paid by the member requesting a polo. Orders would be accepted on an ongoing basis and processed by the treasurer. Miranda calls for the vote. By a show of hands, 5 in favor, 2 opposed, 1 abstention. Vote carries.

5:17 pm Carolina left the meeting to attend class

- iii. Monica motions to substitute the September 3, 2019 Executive Board vote that each Board member pay for their own polo shirt not to exceed \$40, Patty seconds. No discussion. By a show of hands, 2 in favor, 4 opposed, 1 abstention. The motion does not pass.
4. Old Business
 - a. Dia de los Muertos - Sat. Nov. 2 (Susana)
 - i. Monica motions the Executive Board approve an \$850 budget for a food vendor to cover the cost of feeding volunteers. Antonio

seconds. No discussion. By a show of hands, 3 in favor, 0 opposed, 1 absentions. Motion carries.

- b. Bienvenida - Friday, Nov. 15 (Susana)
 - i. Planning is going well, Susana is still working on a food vendor. Decision needs to be made of the verbiage for invitation. RSVP is preferred, guests will not be turned away if they are not on the list but information will be taken and steps to encourage people to join as a member. Food is being planned for 120 people.

5:36 pm Patty left the meeting for an appointment

- c. Fall Latino Grad - Thursday, Nov. 21 Grad (Aurora)
 - i. Aurora shared the next committee meeting is Monday, Oct. 14 and all board members are encouraged to attend.
- d. Tamales Sale - Sat. Dec. 14 (Monica)
 - i. Monica shared a budget proposal. It includes \$75 to pay for food to feed volunteers. The estimated costs are based on actuals from last year's expenses.
 - ii. Monica motions the Executive Board approve a \$500 budget for the materials needed to make tamales. As the Director of Programs, Susana is in favor of this budget. Aurora seconds. No discussion. By a show of hands, 3 in favor, 0 opposed, 1 absentions. Motion carries.
 - iii. Orders will open Nov. 25, orders will close on Dec. 11.
- e. Fall social (TBD)
 - i. Antonio will find out when the Faculty/Staff appreciation night will be that the Provost typically hosts at the athletics game.
- f. Coyote CROWDfunder (Susana)
 - i. Susana needs to send in some information to Annual Fund, Miranda and Susan will work on the details.

5. Officer Reports

- a. Enrique Murillo, President
 - i. Working on getting membership from administrators.
- b. Monica McMahon, Vice President
 - i. No report
- c. Aurora Vilchis, Executive Secretary
 - i. No report, was not present at the general meeting
- d. Antonio Guijarro-Ledezma, Treasurer
 - i. Deposited \$175 of ALFSS membership fees
- e. Miranda Canseco, Director of Marketing
 - i. Reminders sent for the 2 tabling opportunities that are approaching.
 - ii. Miranda will promote the "Singing Our Way to Freedom" event taking place on Oct 15

6:08 Antonio and Enrique left the meeting

- f. Susana Barbosa, Director of Programs
 - i. No update
- g. Marisol Johnson, Director of Membership

- i. Not present
- h. Patricia Aguilera, Director of Scholarships
- i. Carolina Yanez-Macias, Student Representative
 - i. Carolina will distribute flyers for DDLM to student club LBSA

Miranda motions to adjourn, Aurora seconds. Meeting adjourned at 6:10 pm

Program Name: Homemade Tamale Sale, Fall 2019

Location: CSUSB

Date: 11/25 - 12/14

Program Description: Market and execute a fundraising event involving homemade tamale sales to the CSUSB Faculty, Staff, and Students. ALFSS members and volunteers will take-in orders, make, and distribute the tamales.

EXPENSES	Estimates	Actuals	Notes
Advertising:	\$ -	\$ -	no cost
Food:	\$ 75.00	\$ -	pizza, nachos & water for volunteers
Beverages:	\$ -	\$ -	Not Applicable
Paper Goods:	\$ -	\$ -	no cost
Printing:	\$ -	\$ -	no cost
Promotional Items:	\$ -	\$ -	no cost
Space Reservation:	\$ -	\$ -	no cost
Tables/Chairs:	\$ -	\$ -	no cost
Guest Speaker:	\$ -	\$ -	Not Applicable
Supplies:	\$ -	\$ -	Will vary depending on orders received
A/V:	\$ -	\$ -	Not Applicable
Decorations:	\$ -	\$ -	Not Applicable
Other: "Masa"/"tamale-dough"	\$ 112.00	\$ -	\$1.00 per lbs, 1 lbs yield 3-5 tamales
Other: Pork Meat	\$ 50.00	\$ -	\$2.00 per lbs, 2 lbs yield 3-5 tamales
Other: Chile Verde (canned)	\$ 60.00	\$ -	\$2.00 per lbs, 2 lbs yield 3-5 tamales
Other: Cheese	\$ 80.00	\$ -	used oaxaca LY- may be less with Monterey Jack
Other: Propane	\$ 50.00	\$ -	2 propane tanks to cook outdoors
EXPENSES TOTAL	\$ 427.00	\$ -	
REVENUE/CO-SPONSOR/FUNDRAISING	Estimates	Actuals	Notes
Admission Fee:	\$ -	\$ -	None
Donations:	\$ -	\$ -	None expected
Sponsorships:	\$ -	\$ -	None expected
Other: Sales @ \$20/dozen	\$ 800.00	\$ -	Expecting 40 orders
Other:	\$ -	\$ -	
Other:	\$ -	\$ -	
Other:	\$ -	\$ -	
Other:	\$ -	\$ -	
REVENUE/CO-SPONSOR/FUNDRAISING TOTAL	\$ 800.00	\$ -	
TOTAL EVENT/PROGRAM COST	\$ 373.00	\$ -	Estimated break even point = 22 orders.

Business Unit = SBCMP - CSU San Bernardino , Fiscal Year = 2019 , Period = 4					
Financial Summary As of Period					
Time run: 10/8/2019 1:58:23 PM					
Fund Fdescr	Acct Type Fdescr	Acct Fdescr	Actuals	Encumbrances	Balance Available
SF061 - TF496-ALFSS AssocLatino	30 - Fund Equity and Reserves	305002 - FndBal-Continuing Approp	(53,435.71)	0.00	53,435.71
	50 - Revenues	580093 - Misc. Non-Operating Revenue	(25.00)	0.00	25.00
		580903 - OthrNonOpRev-Trsfr fm FDN	(208.00)	0.00	208.00
	60 - Expenditures	660003 - Supplies&Srvcs-General	1,620.00	1,620.00	(3,240.00)
				TOTAL	50,428.71
Only expenses that have hit have been the Serapes for Fall Commencement.					
\$1,620 has hit the account, the other \$1,620 are pending final delivery of items.					
\$175 in membership dues were deposited 10/8/2019					