

**ALFSS E-Board Meeting Agenda**

**Tuesday, July 7<sup>th</sup> 2020**

**5:00pm – 6:30pm**

**ZOOM: <https://csusb.zoom.us/j/94803421450>**

**Present (Zoom):**

Monica McMahon, Leah Stiff, Aurora Vilchis, Ericka Saucedo, Rosemarie Valencia, Edgar Astorga, Francisco Alfaro, Jonathan Gonzalez-Montelongo, Miranda Canseco

**Action Items**

- I. Welcome/ Introductions** (President – Monica McMahon)
  - a. Call to order: 5:03pm
  - b. Introductions
  - c. Vilchis motioned to approve the agenda. Astorga seconded.
    - Vilchis requested to add discussion item: primary mode of contact for the group. Canseco seconded this motion.
    - Motion accepted. Agenda approved.
  - d. Icebreaker
- II. Speaker List**
  - a. Attendees were asked to place their name in the chat if they'd like to speak and Aurora would call on them
- III. Roberts Rules of Order Overview**
  - a. Chosen because it allows everyone's voice to be heard and helps the meeting flow smoothly. Written into by-laws.
    - By-laws available on website.
  - b. Process:
    - Motion
    - Second
    - Restate motion
    - Debate
    - Vote
    - Announce the vote
      1. Financial matters – vote is exclusive to the Executive Board
  - c. Roberts Rules Cheat Sheet: <https://www.smps.org/wp-content/uploads/2019/12/Roberts-Rules-Cheat-Sheet.pdf>
- IV. Overview of Positions**

- a. Executive board responsibilities
- b. Reviewed all positions
  - Each officer read their roles and responsibilities as outlined in the by-laws
  - Aurora mentioned that Executive Secretary should require registration upon entering the Zoom meeting for general meetings in lieu of a physical sign-in sheet as we will be virtual for Fall 2020.
  - Aurora mentioned that Director of Programs is a new position – each event will have a chair, but Director of Programs will not be the chair for each event
  - Jonathan asked if we will have a faculty representative for membership campaigns. Currently, there are not faculty representatives as we have a smaller board this AY, but Monica and Aurora invited him to create a Membership Drive Committee so he can have representatives on hand.
  - Edgar asked if we still have an exclusive scholarship application. The application can be accessed through the MyCoyote student scholarship portal (due by March 2<sup>nd</sup>). Students must select that they are interested in Latino Culture and write a short essay on what they have done for the Latino community.
  - Student representative was requested to serve as the MC during the Fall Latino Grad and speak during the ceremony. Student representative can also help gather students and coordinate speech during Bienvenida

**V. Initiation Items for New Board Members**

- a. Update website with new officers
  - Already up-to-date (completed by Miranda)
- b. Access to ALFSS listserv
  - ALFSS News
  - Google Drive
- c. Purchase of polos and name badges for new members
  - Vilchis motioned to approve purchasing polos and name badges. Astorga seconded. Discussion items:
    1. Monica requested to purchase polos only for new board members to save money
    2. Name badges only for new members

Miranda will grant access to ALFSS News email

Leah will grant access to Google Drive

3. Vilchis motions that we spend maximum of \$50 per member (includes polo and name badge). Saucedo seconds.
  - a. 3-0 motion passes (McMahon abstained)
4. New vendor will require design fee
5. Will be exploring alternative vendors
  - a. Current cost is \$35
6. Jonathan suggested driving membership using polos. The cost is \$20 to become ALFSS member, \$35 for polos. Aurora mentioned that we already give out red mug to anyone who signs up with payroll deduction (i.e. contributes to scholarship fund)
  - a. Perhaps we can give discount on polos for those who sign up via payroll deduction?
  - b. Miranda asked if we would do this for existing members too?

Miranda will price quote three different vendors and bring it to the executive board

**VI. E-Board Meeting Dates/Times**

- a. Set time or monthly Doodle poll for availability?
  - Majority vote: Set, consistent time
- b. Before or after general membership meeting?
  - Majority vote: After general membership meeting
- c. Can everyone commit to 1 ½ hour meetings?
  - Majority vote: Yes

Leah will create Doodle poll after Saturday retreat to schedule E-Board Meetings.

**VII. Transitional Meetings with Previous Board**

- a. Include this in the Summer Retreat as a breakout session?
  - Decided to do topical breakout sessions instead of transitional meetings during Summer Retreat

**VIII. Summer Planning Retreat (SPR) Agenda Items**

- a. Topical Breakout Sessions – 45 minutes
  - Fundraising
    1. Led by Edgar, Miranda, Francisco
  - Membership
    1. Led by Jonathan, Ericka, Rosie (tentatively), and Leah
  - Collaboration
    1. Led by Monica, Aurora, Rosie (tentatively), and Miranda
- b. Incorporating BFSSA report into monthly meetings

- Initiated by Dr. Craig Seal. Put on hold due to Covid-19.
      - Would like to be more intentional with collaborations between other affinity groups, specifically with BFSSA
    - Would like to strengthen ties with multiple affinity groups
      - 1. Affinity Groups Council – improving cross-campus collaboration with other affinity groups
  - c. Fundraising opportunities + Online marketing campaign
    - Combined into: programing and marketing discussion
  - d. General meeting date and time
  - e. ALFSS polo purchases
  - f. Online dues payment
    - Who is designated MPP? Dr. Olivares confirmed?
      - 1. Antonio was in the process of submitting forms to confirm Dr. Olivares, but Monica never received confirmation
    - Aurora mentioned that it is important to consider other MPPs as well, including:
      - 1. [Dr. Paz Olivarez](#)
      - 2. [Dr. Robert Nava](#)
      - 3. [Dr. Clare Weber](#)
      - 4. [Cesar Caballero](#)
    - Antonio had initiated the paperwork for ALFSS to become its own cashier, but it was stalled in Student Financial Services, and we aren't able to do online payments until cashiering is set up
      - 1. Extra charge to be put in place to cover the service fee for using online payment so that the association will not be charged. Should be no more than \$1.50
  - g. Area reports: directors
    - Discuss breakout sessions and segue into event planning
  - h. Programming and Marketing for 2020-2021 AY

**IX. Officer Reports**

**X. Discussion Topics**

- a. Primary mode of contact for the group
  - Majority vote: MS Teams
- b. Ericka requested updated form with Jonathan's information to be included on the website
- c. How are dues paid in current circumstances?

Jonathan will update membership form and contact information

Miranda will create two new ALFSS Zoom backgrounds

d. Dues will be deferred, but new form for membership still required

**XI. Astorga motioned to adjourn. Vilchis seconded. Meeting adjourned at 6:36.**

Jonathan and Ericka will work on new processes for collecting membership fees