

**ALFSS Summer Planning Retreat Agenda  
Friday, July 15<sup>th</sup>, 2021  
9:00am – 1:00pm**

**ZOOM:** <https://csusb.zoom.us/j/86361339331>

- **Approval of the Agenda** (2 minutes) 9:05am, Diaz not present
  - Johnson motion to approve, 2<sup>nd</sup> motion to approve from Felix
  - Saucedo corrected the date. Today is the 16<sup>th</sup> not the 15<sup>th</sup>
- **Welcome/ Introductions/ Ice breaker** (10 minutes)
  - Covered expectations, and Roberts Rule
  - Name, current CSUSB role, ALFSS role, something about self
- 1. Official Board Meeting** (9:00am – 10:00am)
  - Monthly Board Meeting; set date/time and before or after general meeting (1.5 hour block)
    - Hybrid model meetings; option for virtual and in-person
    - Valentina & Bibiana suggested a 1 hour lunch meeting on Tuesday/Thursday
    - Consensus for E-board meetings on 2<sup>nd</sup> Tuesday's of the month at noon (1 hour) starting August 10
  - Reviewing By-Laws and individual roles
    - Identify if our name and purpose still remain our identity
    - Valentina: motion to change the language of "regular" student in the by laws
  - Roberts Rule overview
  - Transition Dinner
    - Valentina suggested sharing a meal together and getting to know each other. We will come back about scheduling.
  - ALFSS polo purchases
    - Robles motion to keep the same polo design, Diaz seconds the motion
  - General communication practices
    - Diana create contact sheet with everyone's cell phone number
    - Microsoft Team is the general form of communication, no objections
  - Website Updates
    - Update the new board members page
    - Add the Annual Report to resources tab
  - **Break** (10 minutes)
- 2. General Retreat Planning** (10:00am – 11:30am)

**Action Items**

Diana create a series calendar invites for monthly board meetings: 2<sup>nd</sup> Tuesday of the month starting August 10, 2021 from 12:00pm – 1:00pm.

Miranda and Erika to research polo purchases and cost amount.

Diana create contact sheet with everyone's cell phone number

All members spend time reviewing By-Laws, Robert's Rule, and statement of solidarity

Miranda update the new board members website page and add the Annual Report to resources tab

Diana create a series calendar invites for monthly board meetings: 1<sup>st</sup> Tuesday of the month starting August 10, 2021 from 12:00pm – 1:00pm.

- **Future Meetings**
  - Monthly General meetings for 1 hour
    - Set date/time general membership meetings
  - Diaz proposes to keep ALFSS general meeting as is, currently ALFSS general meetings are the 1<sup>st</sup> Tuesday of every month at noon
  - Motion for general meeting for 1<sup>st</sup> Tuesday of the month starting August at noon. Ten votes in favor votes to pass the motion, motion passes.
- **Financial Report**
  - Aurora proposes to move money from trust account to scholarship account. Erika researched and it is something that we are able to move forward with
- **Goals for areas:**
  - Report: Fundraising and Scholarship
    - Carlos would like to explore selling shirts/sweatshirts for Day of the Dead. Use some marketing resources and research into budget to offer a target price point.
    - Reaching out to local business for gift cards to use as prizes, opportunity drawing and incentives.
    - Susana Barbosa offered her support with crowd funding: languages, donors and process
    - Aurora proposes to raise \$15,000 as a goal, Carlos agrees. Mid-year we may revisit and adjust, if needed.
    - Carlos motion to raise \$15,000, Bibiana seconds the motion. Eight votes in favor, motion passes.
  - Report: Membership
    - Year round membership campaign, get membership at the forefront and double the current payroll deduction would be Marisol's ideal goal
    - Bibiana suggested to create a letter elaborating on the goal with the payroll deduction forms attached and have the physical forms at all ALFSS events
    - Johnson motions to increase membership by 25% increase from pay deduction and student membership, Diaz second the motion. Seven votes in favor, motion passes.
  - Report: Collaboration
    - Aurora motion to table topic
- **Programming/Marketing for 2021-2022 Academic Year**
  - Event Calendar (Fall Semester)
    - ALFSS Bienvenida – August 24 from 1:00pm – 2:00pm
      - UH plaza reserved
      - President Morales speaking, pending President Morales to confirm he will attend as such another date was proposed as back up.
      - Instagram live feed for virtual audience

- Susana shared that a safety plan needs to be submitted to Special Events to approve the event, therefore virtual event might still be an option to keep in mind
- Aurora proposes to have entertainment, if possible
- Carlos proposes to bring in Coyote Radio
- Susana asked if anyone was interested in joining the planning committee. Aurora suggested to share the meeting day and time with the board and encouraged anyone available and interested to attend
- Hispanic Heritage Month (September 15 – October 15)
  - Aurora and Bibiana are co-chair university wide committee, Miranda also in committee
  - HHM will be a series of weekly events
  - Monica McMahon expressed interest in chairing an event during this month
  - Calaveras in partnership in RAFFMA to auction
  - LEAD: El Grito. CSUSB will host on September 15. Plan is to bring in government officials and community partners. Open days in March offered to ALFSS
- Día de los Muertos : The Festival de Calaveras
  - Chair: Iwona-Maria Contreras.
  - Tentative dates are Friday, November 5 starting at 5pm or Saturday November 6 starting at 11am
  - Live music, food vendors. Iwona will work with Student Organizations to collaborate, if in person.
  - Altar for Día de los Muertos with Acto Latino collab and Bibiana Diaz, Acto Latino can cover expenses
  - Members shared Saturday, November 6 starting at 11am works better; Iwona will work to move forward with this day.
  - Auction of the Calaveras from RAFFMA (HHM) will take place during Día de los Muertos. Aurora suggested keeping the auction as a hybrid option, some Calaveras in the live auction and some as a silent auction.
- Fall Latinx Grad
  - The event is still in need of a chair and a co-chair
  - Bigger space to meet the demand of the student graduates
  - Tentative Date: Saturday, December 4, 2021
- Event Calendar (Spring Semester)
  - Spring Latinx Grad
    - Historically, Rosanna has chaired event
  - Pupusas Sale
    - Monica McMahon expressed interest in chairing this event
  - General fundraising/social event
    - Miranda suggested a paint night at RAFFMA, Iwona added to include wine for this event

-Valentina suggested an excursion as a service projects, with the assistance of Rec Center, or Engagement Office  
-Carlos proposed to partner with Coyote Commons for a day of all Latino cuisine at the all you can eat venue  
-Bibiana proposed a bingo night or loteria night  
-Marisol suggested a 5k walk/run  
-Afro/Latino event with Anthony Roberson

- **Discussion Topics**
- **Break** (5 minutes)

**3. 1:1 Transition Role** (11:35am – 1:00pm)

- President: **Aurora Vilchis**
  - Vice President: **Bibiana Diaz**
  - Treasurer: **Erika Saucedo**
  - Secretary: **Diana Hernandez**
  - Director of Fundraising and Scholarships: **Carlos Robles**
  - Director of Marketing: **Miranda Canseco**
  - Director of Membership: **Marisol Johnson**
  - Director of Programs: **Valentina Felix**
  - Student Representative: **Amy Garcia**
- **Adjournment** (2 minutes)  
-Aurora called meeting adjourned at 12:27pm