

ALFSS Executive Board Agenda

Thursday, September 10, 2026

12:00 p.m. – 1:00 p.m.

Location: Zoom

1. Call to Order

The meeting was called to order at _____

2. Approval of the Agenda

3. Old Business

4. New Business

Introduction of the newest Board Member: Brianna Deadman – Director of Marketing.

5. ¡Bienvenida! Welcome Celebration

Date: September 15, 2026

Time: 11:30 a.m. – 1:00 p.m.

Venue: SMSU North Conference Center 2207

5.1 Update on Event Setup & Logistics

- RSVP list / Calendar invite for those who RSVP'd?
- Check-in and membership tables
- Tablecloths and centerpieces
- Food and beverage arrangements
- Ice chests and access to ice
- Transportation of event supplies and equipment
- Update on emails of donations – Elsa Lopez, Monica Baeza, Randolph Valles
- Finalize remaining event logistics and promotion
- ALFSS presentation beginning at 11:40 a.m.

5.2 Centerpieces

Update on purchasing centerpieces and potentially auctioning them to support ALFSS scholarships, similar to previous fundraising efforts.

The Board approved a motion authorizing up to an additional \$200 for the Bienvenida event.

Update on leftover calaveras from previous Día de los Muertos events, if available to use as centerpieces.

5.3 Food and Beverages

The Board discussed food options for the event, including tamales and pan dulce.

Update on UEC/Pepsi about donating beverages.

5.4 Entertainment

Banda starts playing from 12:00 p.m. to 1:00 p.m.

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6. Fundraising Update and Events

6.1 Fundraising Strategies & Financial Update (Sarai)

Fall 2027

6.2 Annual Pupusa Sale Fundraiser

Proposed date: November 2026

Budget estimate: _____

Fundraising goal: \$1,000

Venue: _____

Reservations: _____

Major deadlines: _____

Immediate next steps:

- Contact vendor regarding EHS documentation

6.3 Tamal Award & Scholarship Recognition Luncheon

Chair: _____

Co-chair: _____

Proposed date: October 2026

Budget estimate: _____

Fundraising goal: _____

Venue: Student Union one-time complimentary event allocation has already been used for this event

Reservations: _____

Major deadlines: _____

Immediate next steps:

- Recruit Co-Chair
- Determine venue and associated costs

Spring 2027

6.4 Annual Pupusa Sale Fundraiser

7. Academic Year Events

Fall 2026

7.1 Día De Los Muertos & Calavera Auction

Chair: Iwona

Co-Chair: Sarai

Proposed date: October or November 2026

Budget estimate: _____

Fundraising goal: _____

Venue: TBD; SMSU was used previously

Reservations: _____

Major deadlines: _____

Immediate next steps:

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- Finalize date and venue
- Continue development of flyer (already started)
- Establish fundraising goal

7.2 CSUSB President Event (Una Nueva Era)

Chair: _____

Co-Chair: _____

Proposed date: _____, pending President Gomez's schedule

Budget estimate: _____

Fundraising goal: _____

Potential venue: Alumni Center

Points of Contact: Dra. Crystal Wymer-Lucero and Dr. Michael Arteaga

Reservations: _____

Major deadlines: _____

Immediate next steps:

- Coordinate with President Gomez's schedule
- Determine event leadership
- Develop an agenda explaining ALFSS funding and priorities
- Intended audience: Primarily dues-paying ALFSS members

7.3 ALFSS Winter Social

Proposed date: January 2027

Discussion/Decision:

- Determine whether an additional social is needed given the move toward more in-person general meetings

7.4 Cafecito y pan dulce with Dorm and Latinx Center

Chair: Iwona

Co-Chair: Laura

Proposed date: _____

Budget estimate: _____

Fundraising goal: None — community-building event

Venue: Coyote Village Multipurpose Room

Reservations: _____

Major deadlines: _____

Immediate next steps:

- Coordinate partnership with DHRE and the Latinx Center
- Finalize date and event logistics

Spring 2027

7.5 Latina Rising Conference

Chair: Dra. Aurora Vilchis

Co-chair: Monica Baeza

Date: Friday, March 19, 2027

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Estimated attendance: Approximately 50–100 participants

Budget estimate: _____

Fundraising goal: _____

Venue: _____

Reservations: _____

Major deadlines: _____

Immediate next steps:

- Continue conference planning
- Establish a working budget
- Address food and overall budget requirements

7.6 Spring 2027 Latinx Graduate Recognition Ceremony

Chair: Iwona

Co-chair: _____

Date: Saturday, May 8, 2027

Budget estimate: _____

Fundraising goal: _____

Venue: Coussoulis Arena

Reservations: _____

Major deadlines: _____

Immediate next steps:

- Recruit Co-Chair
- Revisit ceremony fees
- Explore additional financial support from President Gomez
- Explore collaboration and cost-sharing with the Black Grad Ceremony

Additional planning:

- Entertainment
- Create list of duties – Dra. Vilchis expressed interest in continuing Stage Management and Graduate Check-In duties

7.7 ALFSS Spring Social

Maybe not needed

8. Membership

8.1 Membership dues

Staff/Faculty: Increase from \$20 to \$30 approved by majority vote

Students: \$5

8.2 CSUSB tabling and outreach opportunities to promote membership

Campus tabling

HR events

Grad Days (scheduled for Oct. 20th & 21st)

San Bernardino Campus

Palm Desert Campus

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8.3 Promote payroll deductions as a convenient recurring contribution option

8.4 Update/revamp ALFSS website with a clearer payroll deduction guide

8.5 Improve coordination of:

ALFSS Listserv

Microsoft Teams

9. Discussion Topics

9.1 Collaborative Efforts

Meeting with Cherica Bell this Friday, September 11 at ____

Student Mixer Event invite from LatinX Center – Mon. Oct. 12 at 12:00 p.m. in SMSU North Conference Center

Paws for Wellness Event invite from Benefits (HR) – Thu. Oct. 22 from 10 a.m. – 2 p.m. in SMSU North

Email from Adrian Douglas, Assistant General Manager at Walmart, reached out for a Hispanic Heritage Month Partnership

9.2 Revisions on updates needed on website

Membership information

Events

Etc.

10. Upcoming Meetings

Executive Board Meeting: Thursday, October 08, 2026, 12:00 p.m. - 1:00 p.m.

General Meeting: Tuesday, September 15, 2026, 4:00 p.m. - 5:00 p.m.

11. Adjournment

The meeting adjourned at ____