

**ALFSS Executive Board Minutes**

**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 12:01 p.m.

**2. Approval of the Agenda**

A motion was made to approve the agenda.

**3. Old Business**

No old business was reported.

**4. New Business**

The Board welcomed Brianna Deadman as the newest Board member and Director of Marketing.

**5. ¡Bienvenida! Welcome Celebration**

The Board reviewed final preparations for the ¡Bienvenida! Welcome Celebration scheduled for Tuesday, September 15, 2026, from 11:30 a.m. to 1:00 p.m. at SMSU North Conference Center 2207. At the time of the meeting, we had received 62 RSVPs, with additional walk-in attendance anticipated.

**5.1 Update on Event Setup & Logistics**

- Event setup will begin before the program, with Board members planning an informal huddle around 9:30–10:00 a.m. and tables to be set up by approximately 10:00 a.m.
- Iwona will retrieve event supplies, including tablecloths and centerpiece materials, from storage before the event.
- Brianna agreed to pick up food approximately 10:00 – 10:15 a.m. The Board discussed approximately 300 tamales and pan dulce for attendees.
- Josie and Sarai will provide ice chests. Sarai will follow up with UEC/Pepsi regarding beverage donations.
- Jackie will send follow-up communication to RSVP attendees before the event, including reminders on Monday and the day of the event. Jackie will also send a calendar invitation to ALFSS members.
- Brianna will use Coyote Connect to support attendance tracking. The Zoom summary indicates there will not be a formal check-in process.
- Board members will wear ALFSS polos or culturally appropriate/themed attire. A group photo is planned for the website.
- The ALFSS presentation is expected to begin around 11:40 a.m., with all Board members participating in a brief presentation.
- La banda is scheduled to perform from 12:00 – 1:00 p.m.; the Board also discussed using la banda to help guide attendees through the venue.
- Donation updates included contributions/supplies associated with Elsa Lopez, Monica Baeza, and Randolph Valles, as well as a \$40 donation. Dra. Ortiz and Iwona will check inventory before purchasing remaining supplies.

**5.2 Centerpieces**

The Board reviewed available décor and centerpiece materials, including ALFSS mugs, tissue décor, Mexican candy, and possible use of baby's breath. Approximately 10–12 tables were anticipated.

- Jenna will make tissue flowers and pick up candy.
- Sarai will purchase approximately 12 cantaritos for centerpieces.
- Dra. Ortiz will purchase baby's breath.

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The working agenda noted prior authorization for up to an additional \$200 for Bienvenida expenses.

**5.3 Food and Beverages**

Food arrangements included tamales and pan dulce from approved vendors. Sarai will coordinate beverage support with UEC/Pepsi.

**6. Fundraising Update and Events**

**6.1 Fundraising Strategies & Financial Update**

Sarai led the discussion on strengthening fundraising and donation practices. The Board discussed highlighting scholarships and donation opportunities during Bienvenida, recognizing donors in the event slideshow, and developing clearer ways for supporters to give.

- Potential/current in-kind donor relationships discussed included Yaamava'/San Manuel and the City of San Bernardino.
- The Board discussed the organization's General and Scholarship accounts and noted that the website's current Give Now button links to the General account.
- A QR-code donation option tied to the scholarship fund was discussed for Bienvenida. Josie will provide the donation link/QR information to Sarai, with Sarai, Jenna, and Josie collaborating as needed.
- The Board discussed coordinating with University Advancement regarding fundraising and donor outreach.
- Finalized Fall 2026 and Spring 2027 event dates will be added to the Bienvenida presentation.

**6.2 Annual Pupusa Sale Fundraiser**

The Board discussed holding the annual Pupusa Sale in November 2026 with a fundraising goal of \$1,000. The vendor has already been paid, but required EHS/vendor documentation remains an immediate follow-up item. The Board plans to focus more fully on the fundraiser after Bienvenida.

**6.3 Tamal Award & Scholarship Recognition Luncheon**

The luncheon remains under development for Fall 2026. The Board discussed the need to recruit a co-chair and determine a venue and associated costs. The working agenda notes that the Student Union one-time complimentary event allocation has already been used.

**7. Academic Year Events**

**Fall 2026**

**7.1 Día De Los Muertos & Calavera Auction**

Iwona (Chair) and Sarai (Co-Chair) continued planning for the Día de los Muertos and Calavera Auction. The Board discussed October 24 as the preferred date, with November 7 as a possible alternative, pending confirmation with the museum.

- Iwona will contact the museum to confirm availability and follow up if needed.
- The Board discussed collaboration with LEAD around the October 16 event, including opportunities to display/work on calaveras.
- Existing unused calaveras from the prior year will be counted.
- If the museum partnership is not available, the Board will identify community artists/professionals to participate.
- The Board discussed distributing calaveras to selected artists after the LEAD event and displaying calaveras at a November 14 danza-related event.

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#### **7.2 CSUSB President Event (Una Nueva Era)**

Planning remains pending President Gomez's schedule. The Alumni Center was identified as a potential venue, with Dra. Crystal Wymer-Lucero and Dr. Michael Arteaga listed as points of contact. Next steps include determining event leadership, coordinating with the President's schedule, and developing an agenda that communicates ALFSS funding and priorities.

#### **7.3 ALFSS Winter Social**

The Board discussed whether a separate Winter Social in January 2027 will be necessary given the move toward more in-person General Meetings. No final decision was documented.

#### **7.4 Cafecito y pan dulce with Dorm and Latinx Center**

Iwona (Chair) and Laura (Co-Chair) will continue planning this community-building event. Coyote Village Multipurpose Room was identified as the venue. Next steps include coordinating with DHRE and the Latinx Center and finalizing the date and logistics.

#### **Spring 2027**

#### **7.5 Latina Rising Conference**

The conference is scheduled for Friday, March 19, 2027, with Dra. Vilchis as Chair and Monica Baeza as Co-Chair. Estimated attendance is approximately 50–100 participants. Planning priorities include establishing a working budget and addressing food and overall event costs.

#### **7.6 Spring 2027 Latinx Graduate Recognition Ceremony**

The ceremony is scheduled for Saturday, May 8, 2027, at Coussoulis Arena, with Iwona serving as Chair. The Board discussed recruiting a co-chair, revisiting ceremony fees, exploring additional support from President Gomez, and considering collaboration/cost-sharing with the Black Grad Ceremony.

- Additional planning will include entertainment and a detailed list of event duties.
- Dra. Vilchis expressed interest in continuing Stage Management and Graduate Check-In duties.

#### **7.7 ALFSS Spring Social**

The Board noted that a separate Spring Social may not be necessary. No final decision was documented.

### **8. Membership**

The working agenda records that the Board approved, by majority vote, increasing Staff/Faculty membership dues from \$20 to \$30; student dues remain \$5.

- Outreach opportunities discussed included campus tabling, HR events, Grad Days on October 20–21, and engagement at both the San Bernardino and Palm Desert campuses.
- The Board will continue promoting payroll deductions as a recurring contribution option and improving the website's payroll deduction guidance.
- The Board also identified a need for improved coordination of the ALFSS Listserv and Microsoft Teams.

### **9. Discussion Topics**

#### **9.1 Collaborative Efforts**

The working agenda identified several collaboration opportunities requiring follow-up:

- Meeting with Cherica Bell on September 11
- Latinx Center Student Mixer invitation for October 12 at noon in SMSU North Conference Center

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- Paws for Wellness invitation from Benefits/HR for October 22 in SMSU North
- Outreach from Adrian Douglas, Assistant General Manager at Walmart, regarding a Hispanic Heritage Month partnership.

#### **9.2 Revisions on updates needed on website**

The Board identified continued website revisions as a priority, including updates to membership information, events, and related ALFSS content.

#### **10. Upcoming Meetings**

- Executive Board Meeting: Thursday, October 8, 2026, 12:00–1:00 p.m.
- The General Meeting scheduled for Tuesday, September 15, 2026, 4:00–5:00 p.m., falls on the same day as Bienvenida. The Board planned an E-Board huddle before Bienvenida and would decide whether to hold or cancel the General Meeting.

#### **11. Action Items**

| <b>Responsible Member</b> | <b>Action Item(s)</b>                                                                                                                           |
|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| Iwona                     | Obtain/share the food vendor PO; retrieve event supplies from storage; contact the museum regarding Día de los Muertos; count unused calaveras. |
| Jackie                    | Send a Bienvenida calendar invitation to ALFSS members.                                                                                         |
| Jenna                     | Prepare tissue flowers and pick up candy for Bienvenida centerpieces.                                                                           |
| Josie                     | Bring an ice chest; provide the donation QR/link information to Sarai.                                                                          |
| Sarai                     | Follow up with UEC/Pepsi; provide temporary storage space for supplies if needed; purchase cantaritos; coordinate scholarship donation QR code. |
| Dra. Ortiz                | Confirm food pickup arrangements; forward Pepsi contact information to Sarai; check supply inventory with Monica; purchase baby's breath.       |
| Brianna                   | Coordinate food pickup around 10:00–10:15 a.m. and support Coyote Connect.                                                                      |

#### **12. Adjournment**

The meeting adjourned at 12:57 p.m.