

**ALFSS E-Board Meeting Agenda**

**Friday, August 8**

**12:30 - 5:00 PM**

**Location: UH-397**

|  |  |
| --- | --- |
| **Present:**  Patricia Aguilera, Edgar Astorga, Miranda Canseco, Ana T. De Loera-Moll, Iwona Contreras, Rob Garcia, Antonio Guijarro, Marisol Johnson, Monica McMahon, Enrique Murillo, Aurora Vilchis, Carolina Yanez-Macias  Zoom: Carlos Robles   1. **Welcome/ Introductions** (President - Enrique Murillo)    * 1. 12:35 meeting is called to order      2. Monica motioned to accept agenda, Marisol seconded. No comments or additions. Motion accepted.      3. All introduced themselves and their previous/current role with ALFSS 2. **Executive Board Positions**     * 1. Review of all position      2. Iwona motions that the Director of Programs meet with the President to review summer retreat notes and the plan for the 19/20 academic year. Miranda seconds the motion, all voted in favor      3. Event calendar obligations - a reminder that the obligation as listed in section 3 of Article 3 that the event calendar is January (winter) to December (fall).      4. Monica Motions to amend the agenda item IX to adjust Event calendar to read winter to fall. Miranda seconds, no discussion and all in favor. 3. **By-Laws**    * 1. Cheat sheet provided of Robert’s Rules to ensure we stay on pace, can make decisions quickly and gives everyone the opportunity to voice opinions. 4. **Decision Making**    * 1. How best to make a quick E-board decision?         + Executive officers have the authority to make spending decisions, but there are tiers of decision making so Directors have authority to make decisions as well however, any decision that results in spending has to be approved by the executive board.         + Aurora motion that the E-board for 19/20 will make larger strategic decisions (to host or not to host events), then Director of Programs and chair of event will make logistical decisions (date, time, location). Rob seconds the motion. No discussion, the motion passes.         + Decisions in planning events can be left to the Director of Programs and chairs of committees.      2. How best to make decisions across all positions?         + Use of Qualtrics for voting         + Monica motioned for a 2 pm break, all in favor and motion passes 5. **Future Meetings**    * 1. E-board - Bylaws indicate it is at the discretion of the E-board for when and how often         + E-board will schedule a meeting separate from today’s meeting to discuss and confirm how often to meet and prepare the template for the general membership meetings      2. General Membership meetings         + Monica motions that general membership meetings occur the 1st Wednesday of every month at 12 noon with the meeting live streamed via zoom that is also recorded and posted later, agenda posted 7 days in advance with a template agenda that is in alignment with Robert’s Rules (adjournment, review of minutes, presidents report, etc.). Seconded by Marisol, President asked for a raise of hands, 12 hands raised all in favor, motion passed. 6. **Budget** (Treasurer - Antonio Guijarro-Ledezma)    * 1. Antonio has meet with outgoing treasurer to transition cash box and financial statement template. Antonio will bring monthly statements according to the role listed in the bylaws. The monthly statement should include pending payments/invoices.      2. A pending budget item from Latino Grad is the recent invoice received from Special Events for $10,166.      3. Treasurer will prepare a summary of finances for the first fall general meeting and then at monthly general meetings ensure that event budgets are shared (revenue/expenses and encumbrances) along with quarterly treasurer reports that references unpaid expenses that have been budgeted.      4. Event Budget Template         + Discussion around how far in advance the event budget should be submitted to the E-board. Monica motioned budget proposals should be submitted to the E-board approximately 4 months in advance for large-scale events. Smaller scale events or smaller fundraising opportunities could be just a few weeks in advance and the E-board would still review. Patty seconds the motion. Miranda provided the friendly amendment to include that at the E-board’s discretion to accept or not accept the budget proposal. All in favor, motion passed.         + Budget proposals for events should all be funneled through Director of Events then to the E-board.         + Antonio recommended adding signature lines to the form show there is an approval process.      5. Scholarship (Director of Scholarship, Patty Aguilera)         + Scholarships will mirror the process in the Office of Financial Aid & Scholarship (Nov 1 - March 2). In the past, there has been over 500 applications.         + Patty is proposing a 10 scholarship at $1,500 each for a total of $15,000. This proposal is pending E-board review. Funds approved should be in alignment with fundraising goals. Monica motioned the E-board to review, Marisol second, all approved, motion passed. 7. **Program/Events** (Director of Programs - Susana Barbosa)    * 1. Event calendar (Winter to Fall)         + ALFSS faculty/staff colloquium, invite students to meet & greet Latino faculty/staff (TBD)      2. Fundraising         + Rob motions for 1 large scale fundraising event to occur before March, the annual membership drive to begin immediately and two smaller scale events to occur at the discretion of the Director of Programs. By raise of hands, all in favor, motion passed.         + Aurora motions for an annual fundraising goal of $15,000. By raise of hands, all in favor, motion passed.      3. Fall 2019         + A calendar of events was discussed and planned based on term and most events identified a chair. Below are the events and discussion/pending items about each proposed event.         + E-Board Welcome for VP of SA (Dr. Olivérez) (TBD) ***pending and will be combined with fall welcome.***         + *Bienvenida* (Fall welcome for all) (TBD) ***pending***         + Hispanic Heritage Month (Sept 15 - Oct 15)         + Grito-Mexican Independence Celebration (Sun. Sept 15)         + Fundraising Dinner/Dance (Thur. Oct 10) ***postponed***           1. 3 co-chairs are Iwona, Rosemary and Miranda. They are meeting Monday to prepare a budget proposal           2. Recommendation is to postpone the event to the following year to have more time to prepare and have it as a key event to celebrate Hispanic Heritage Month.         + Dia de los Muertos (Saturday, Nov 2) ***pending budget***           1. Iwona is Chair of DDLM. She is working on possibly having Rialto High School come out for folklorico dancing; there are quotes on DJ pricing.           2. Event is pending the budget proposal           3. The event is occurring on the same day as the Feria Educativa hosted by LEAD           4. LEAD will contribute $2,500 for Feria that can also got toward DDLM.           5. Dolores Huerta will be the keynote for the Feria           6. ALFSS flyer for DDLM will go into the Feria program with a deadline of first week of Sept.           7. E-board will discuss money allocation for DDLM at the next event         + Latino Grad (December 2019) ***pending budget***           1. Aurora will work with Monica to reserve SMSU for a date in late November or early December      4. Winter 2020         + Major scholarship event         + Paint & Sip (February 2020)      5. Spring 2020         + Latino Grad (June 2020)         + Pupusa Sale      6. Summer 2020         + Planning Retreat      7. Fall 2020 8. **Marketing** (Director of Marketing, Miranda Canseco)    * + - Focus on website as a tool to promote the organization        - Social media goals to increase in followers        - Will work with membership to increase the number of members        - Work with programs to make sure each event is successful.        - Promote awareness of organization at certain events to promote awareness        - Miranda and Susana to meet and review responsibilities between the two to promote events (specifically for event flyers).        - All 8 appointed and elected board members also have access to distribute through the ALFSS mailing lists 9. **Membership** (Director of Membership - Marisol Johnson)    * + - Marisol will work with Miranda on promoting and increasing numbers, specifically faculty.        - Goal to move the application to an online format        - As of July 1 there are 38 paid members, 4 are students. Goal will be to continue to aim for 100 members.        - Presentation on ALFSS at Admin Council with membership plug and other events such as faculty orientation and new student convocation        - Aurora motions for the first meeting to have a giveaway item to welcome, which will be Wednesday, September 4th. Marisol seconds, all in favor, motion passed. 10. **Adjournment** - Aurora motioned to adjourn, Antonio seconds all approve. Meeting adjourned at 4:58 | **Action Items**  Director of Programs to  meet with President  E-board to schedule their next meeting and decide how often and when they will meet  E-board to create template agenda for general membership meetings  Secretary to schedule location for monthly general membership meetings.  Treasurer will have summary of finances for first general meeting on September 4 at 12pm  E-board will review the $15,000 budget proposal for 20-21 scholarship awards  President and Director of Secretary to review list serves and means of communication |

ALFSS 2019-2020 Events Calendar

$15,000 fundraising goal

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Fall 2019 Events** | | **Winter 2020 Events** | | **Spring 2020** | |
| Event | Chair | Event | Chair | Event | Chair |
| 1. Fall Latino Grad (Dec.) | Aurora | 1. Major Scholarship Event | Susana | 1. Spring Latino Grad (June) | Open |
| 1. Grito (Sept 15) | Enrique | 1. Paint & Sip (Feb) | Edgar | 1. Pupusa Sale | Monica |
| 1. Day of the Dead (Nov 2) | Iwona | 1. Social gathering | Open | 1. Social gathering | Open |
| 1. Bienvenida (Dr. Olivérez welcome) | Susana |  |  |  |  |
| 1. Tamale Sale (Dec) | Edgar |  |  |  |  |
| 1. Social gathering | Open |  |  |  |  |