

Internal Affairs Committee Meeting Minutes of March 19, 2021

- I. CALL TO ORDER at **4:04 PM**
- II. ROLL CALL
Present: Brittney Golez, Alexis Caringal-Holmes, Tameem Tutakhil, Arazeli Barragan
Absent: Aa'ishah Riaz
- III. ACTION ITEM - **Approval of the Agenda**
Move to approve the agenda by **T. Tutakhil**, second by **A. Barragan**, agenda **PASSED**.
- IV. ACTION ITEM - **Approval of the Minutes of February 26, 2021**
Move to approve the minutes of February 26, 2021 by **A. Caringal-Holmes**, second **A. Barragan**, minutes **PASSED**.
- V. PUBLIC COMMENT – **Public Comment is intended as a time for any member of the public to address the board on any issues affecting ASI and/or the California State University, East Bay.**
No public comment.
- VI. UNFINISHED ITEMS:
No unfinished items.
- VII. NEW BUSINESS ITEMS:
 - A. **INFORMATION ITEM – Newsletter Planning**
The Internal Affairs Committee will go over ideas for the Newsletter.
B. Golez states that in the last meeting, the committee was excited about this and she is as well. The Newsletter policy passed through the Board of Directors and this is a template that I made, but it can change. I will share the working link with you all on GroupMe. We should follow the policy and I am open to ideas. **A. Caringal-Holmes** states that she is excited. **B. Golez** states that she is trying to figure out the best way to work on the Newsletter together. I know everyone has school and this is not paid. Do we want to do it where if you have something to report on, it can be placed on here? Do

we want to delegate tasks? **A. Caringal-Holmes** states that they could meet next week and work on it together. We can delegate who will work on each page. **B. Golez** states that next week is the 26th and there is spring break after that. It will be released on March 31st. We can try to have something ready next week. We can work on this on GroupMe and delegate topics. By the 26th, we can review it to make it perfect. **T. Tutakhil** states that he may not be able to join the meeting next week. We may not meet quorum. **B. Golez** states that it will be okay, unless someone else cannot attend. We will have to verify with A. Riaz if we can meet next week. Regardless, we will try to meet on the 26th and have the Newsletter completed on the same day. It can be completed this week or the 26th can be a working session for us.

8:09

B. INFORMATION ITEM – Policy/Resolution Implementation

The Internal Affairs Committee will be updated on the Policy/Resolution Implementation

B. Golez states that the information was sent to everyone. Did anyone review this? **T. Tutakhil** states that he reviewed a few of the policies and resolutions, but midterms came. **B. Golez** states that the committee will be looking at the policies and resolutions this meeting and the next meeting.

A. Barragan states for some of the documents, it mentioned must contact the Board of Directors. Are we supposed to contact the Board of Directors? **B. Golez** states that some of the resolutions and policies are specific and contacting the Board of Directors is not needed. For the ones that you are not sure about, you can put none. **T. Tutakhil** states that most of them have been signed and completed. We are just putting the documents through the channels, correct? I have a question about the resolution that honors the former ASI member, Joshua. Who are we supposed to go through for this resolution in particular? What are we looking for in this resolution? **B. Golez** states that Joshua Peckham was a former ASI member who passed away recently. The point of the document was to recognize what he achieved and his time in ASI. It looks like we can include TKE, incase it has not been mentioned to them. The point of the document is to filter out certain things. **T. Tutakhil** asks if the resolution is sent to everyone mentioned in the resolution? **B. Golez** states that it is supposed to go to everyone mentioned. ASI is supposed to do it and I am not sure who's duties this falls under. It might be Sneh Sharma. This is supposed to be a timeless document. **A. Barragan** asks if the documents are sent to the people in contacts. **B. Golez** states that she will need to find out who sends out the documents when approved. Can you please remind me to find out how the process works?

16:09

C. INFORMATION ITEM- Banquet Brainstorming

The Internal Affairs Committee will go over ideas for the 2020-2021 Banquet

B. Golez states that she brought this up because it is almost the end of the year. ASI has an annual banquet and I would like to gather everyone's ideas and thoughts. It will have to be virtual, but I can ask. Does anyone have work appropriate party ideas that we can incorporate this year?

A. Barragan asks if it is virtual. **B. Golez** states that it is virtual, but will try to get it to be a hybrid

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event. **A. Barragan** states that it would be nice to mail everyone a memento from the year.

B. Golez states that she likes the idea and will write it down. Should it be mailed before the banquet or on banquet day? **A. Barragan** states that it would be mailed out the day of the banquet. **B. Golez** asks if **A. Barragan** has ideas of mementos? **A. Barragan** states that they could have a water bottle or blanket. We should have masks. **B. Golez** states that it would be nice to send gifts with peoples' names engraved. **A. Barragan** states that they could have key chains. At a regular banquet, there is food, but it would be nice to send snacks to everyone and we can eat them together. **B. Golez** states that last year, before COVID, she decided on a theme. The theme was supposed to be met gala and people were supposed to get inspiration from their favorite celebrity. I was excited. It can still be met gala themed, but virtual. **A. Caringal-Holmes** states that she hopes in the future, ASI will invite everyone back for an in-person banquet. **B. Golez** states that it would be great to have a giant banquet. **A. Caringal-Holmes** states that she likes the idea. It would be nice to have random care packages sent out to people. They will never know what they will receive. I hope that we have funding for engraving. **B. Golez** states that there is a banquet budget, but she will double check. I will provide an update at the next meeting. **A. Caringal-Holmes** states that there could be tassels for each person's graduation year. **A. Barragan** states that during the banquet, there could be activities. **B. Golez** asks that if the banquet is going to be on Zoom, how long should it be? **A. Caringal-Holmes** states that an hour and a half would be good.

24:18

D. INFORMATION ITEM- Internal Affairs Committee Goals & Expectations

The Internal Affairs Committee will be updated on the goals & objectives of the 2020-2021 academic year.

B. Golez states that she will continue to bring this up every meeting. During this meeting, we tackled tasks that the committee needs to complete. Can we go over the dates for the banquet? Should it be before or after school ends? I think it would need to be before. The last day of classes is May 14th. **A. Caringal-Holmes** asks if the May 13th would be good. The drive-thru commencement is from the 14th through the 16th. **T. Tutakhil** states that from past banquets, Dessiree Cuevas stated that the banquets were on Fridays. Students are usually free on Fridays and the banquet would be around 6 p.m., from what I remember. I did not attend the banquets. **B. Golez** asks if the banquet was before school ended. **T. Tutakhil** states that the banquet was before school ended. There was debate on when to have the banquet and many Board members stated that they would rather spend their summer outside of school than coming back for an event. **B. Golez** states that people will want to check out and not come back. **T. Tutakhil** states that people will be graduating also. **B. Golez** states that there are a couple of items to complete moving forward. Keep working on the Implementation Policy/Resolution document. I will work on the newsletter with everyone through GroupMe. We will have a status check on March 26th and hopefully, it will be seventy-five percent completed. Whatever remains can be completed and the newsletter will be published on the March 31st or April 1st. I understand if you all have homework and midterms. Please keep me updated. I need to check the

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banquet budget and verify who sends out the resolutions. **A. Caringal-Holmes** states that pages need to be assigned for the newsletter. Are we meeting next Friday? **B. Golez** states that she will need to contact A. Riaz to determine if quorum will be met. A. Caringal-Holmes and A. Barragan, will you be able to attend the meeting? **A. Caringal-Holmes** states that she can. **A. Barragan** states that she will need to check her calendar. **B. Golez** states that she would like to have one more meeting before the break and checks are sent out. It can be a one item meeting.

34:17

VIII. SPECIAL REPORTS:

No special reports.

IX. ROUND TABLE REMARKS

B. Golez states that everyone has great ideas. I appreciate that everyone speaks up at these meetings and everyone sacrifices the time to come. I know finals are approaching. For our third meeting, everyone has done really well. You all should be proud of yourselves and I will see everyone next week.

X. ADJOURNMENT at **4:43 PM**

Minutes Reviewed By:

Vice President of Communications & Chair

Name: Brittany Golez

Brittney Golez

Brittney Golez (Mar 31, 2021 10:40 HST)

Minutes Approved on:

3-26-2021

Date: