



Strategic Planning Committee Meeting Minutes

Day/Date: October 6, 2020
 Time: 4:45
 Location: Zoom
 Attendees: Strategic Planning Committee, General Public
 Type of Meeting: General

I. Organizational Items:

Call to order by: Chair Anna Nguyen, ASI Secretary/Treasurer @ 4:46

b. Roll Call

Anna Nguyen	Secretary/Treasurer	Present
Diana Chavez	ASI President	Present
Ledi Loot	Vice President for Administration	Present
Kayla Misa	Vice President for Finance	Excused Absence
Analiz Marmolejo	Vice President for External Affairs and Advancement	Present
	Vice President for Academic Governance	
Sasha Prakir	Associate Justice	Present
Kyle Misa	BOD Member	Present
Kristy Lam	BOD Member	Present
Diana Valdez	BOD Member	Present
	Academic Senator	
Dena Florez	Office Manager	Present
Dr. Jennifer Miller		Present

c. Adoption of Agenda: October 6, 2020

Offered By:	Ledi Loot	Seconded By	Diana Valdez			
Motion to approve the agenda for October 6, 2020 Consensus to approve the agenda for October 6, 2020- Consensus reached						
All in Favor	All	Opposed		Abstained		Motion: Passed

d. Approval of Minutes: September 8, 2020

Offered By:	Kyle Misa	Seconded by:	Diana Chavez			
Motion to approve minutes for September 8, 2020 Consensus to approve minutes for September 8, 2020- Consensus reached						
All in Favor	All	Opposed		Abstained		Motion: Passed

II. Public Forum

- This time is allotted to members of the public to address the board regarding items not included on the meeting agenda. Speaker cards are available for those wanting to speak on agenda items as listed below. Those comments will be heard as the item is introduced.
 - None

III. Action Items

- a. Nomination & Appointment of Vice Chair – The committee will nominate and appoint a Vice Chair
 - Nominate Kristy – Kristy declines nomination
 - Diana Volunteers
 - Anna supports Diana

Offered By:	Ledi	Seconded by:	Kyle			
Motion to elect Diana Valdez as Vice Chair Consensus reached						
All in Favor	All	Opposed		Abstained		Motion: Passed

- b. SPC Code of Procedures-
 - Only changes made were to the branding of SPC
 - Made quorum 50% +1
 - Made meetings biweekly
 - Motion to make changes to SPC Code of Procedure
 - a) Motion by Kyle
 - b) Second by Diana Valdez
 - c) No Discussion, Consensus reached

VI. Informational Items

- Golden Eagle Spirit Tournament – Ledi
 - There are 8 teams competing with 4-5 members each.
 - Continue the tournament throughout spring semester
 - Create player guidelines to avoid cheating and have a successful tournament
- Edible Garden Club- Ledi

- Applied for funding from ASI to become partners
- Will be working with EPC and environmental affairs commissioner
- Event coming up October 16, 2020
- We the People – Analiz
 - A series with National Voter Registration Day, Voices Heard
 - Bring awareness to the importance of voting
 - Give about 30 people the opportunity to win merch (shirt + mask)
 - Anna- How are we going about advertising?
 - Analiz- partnership with different professors, webinars, ASI Instagram, emails
- NSS Club Fair- Emily & Kristy
 - Event was a great success; students want the event to be longer with more clubs involved.
 - Considering having this event again for next semester
 - Dena- How can we support from the Sub-funding committee?
 - Emily- help with reaching out,
 - Anna- Thank you for hosting this event.
- B&E Community Mixer- John & Kate
 - Introductory event for incoming freshman so that they can get to know the dean
 - Positive feedback
 - More marketing for next event
 - Suggestion: email blast to help with marketing
- ECST Townhall- Kyle & Diana
 - Dean and Student Engagement director were a part of the event.
 - Questions about diversity and courses for next semester were brought up.
 - More advertising and incentives for next event
 - Overall positive feedback
- **Additional Comments:**
 - Ledi- Reach out to Gus for support with advertising
 - Dena- develop a universal calendar to block out meeting times to prevent overlapping.

VII. Discussion Items

- Anna: Any suggestions to prevent overlapping of events.
- Ledi: Talk to Gus to create a calendar to see what days are available to create events without overlapping. Before submitting proposal look at event calendar.
- Dena: Have 3 event dates in mind.

VIII. Reports

- Anna: State of affairs is due the tenth week of the semester, midyear evaluations as well as biweekly reports. Talked to Gus about Spring semester events and keeping a fan archive file from past events. Evaluations go to direct report.
 - Suggestion from Dena: Evaluations should go to Anna as she is the historian for the purpose of a transition folder

IV. Adjournment

Offered By:	Ledi	Seconded by:	Diana Chavez			
Motion to adjourn meeting Consensus reached						
All in Favor	All	Opposed		Abstained		Motion: Passed

Adjourned at 5:29 PM