



Cabinet of Commissioners Committee Meeting Minutes

Day/Date: September 6, 2019
 Time: 10am – 12:00pm ASI Conference Room
 Location: ASI Conference room
 Attendees: COC Commissioners, Damarea, General Public

I. Organizational Items:

Call to order by: Chair Vice President of Administration, at 10:06AM

b. Roll Call

Teady Ochoa	Vice President for Administration	✓Present <input type="checkbox"/> Absent <input type="checkbox"/> Late <input type="checkbox"/> Early Leave
Ugbad Farrah	Environmental Affairs Commissioner	✓Present <input type="checkbox"/> Absent <input type="checkbox"/> Late <input type="checkbox"/> Early Leave
Brianna Vela	Housing Commissioner	✓Present <input type="checkbox"/> Absent <input type="checkbox"/> Late <input type="checkbox"/> Early Leave
Arie Lea Kuo	PR & Marketing Commissioner	✓Present <input type="checkbox"/> Absent <input type="checkbox"/> Late <input type="checkbox"/> Early Leave
Victor Ceballos-Delgado	Spirit Commissioner	✓Present <input type="checkbox"/> Absent <input type="checkbox"/> Late <input type="checkbox"/> Early Leave
Alexander Barry	Chief Justice	✓Present <input type="checkbox"/> Absent <input type="checkbox"/> Late <input type="checkbox"/> Early Leave
Vacant	Military-Connected Student Representative	✓Present <input type="checkbox"/> Absent <input type="checkbox"/> Late <input type="checkbox"/> Early Leave
Damarea Parker	Senior Coordinator	✓Present <input type="checkbox"/> Absent <input type="checkbox"/> Late <input type="checkbox"/> Early Leave

c. Adoption of Agenda: September 6, 2019

Offered By:	Ugbad	Seconded by:	Arie Lea			
Motion to approve Agenda for Friday, September 6, 2019						
All in Favor	Consensus	Opposed	None	Abstained	None	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.

III. Discussion Items

1. Program Proposals: The Cabinet will discuss submissions of Program Proposals.

- **Teady:** I was discussing with Brianna and Damarea when should be the last day to submit Program Proposals and we were decided at the end of October. I know Arie Lea is submitting a program proposal for International Festival, we have the Beach Clean-up. Let's start thinking of ideas and submitting program proposals as soon as possible. Any events you all have in mind?
- **Victor:** Tailgate for Soccer games or Volleyball games to give more support to our athletics.
- **Alexander-** My committee has the Roberts Rule training. Long beach does a know your rights event which is something we can implement within our campus.
- **Teady:** That would be a great event! Let's plug in spirit into that event.

2. Beach Clean Up: The Cabinet will discuss plans for the upcoming Beach Clean-Up.

- **Ugbad:** The Beach Clean-Up will be September 21 from 9am-12pm. I have received sign-ups and I would like to extend it to housing. There are two waivers volunteers will need to fill out: the ASI release waiver and the Heal the Bay Waiver. For carpooling, we are thinking of renting a car, a twelve-seater van. We currently have six sign ups, but we are extending it to people around campus and those in the Naturalist club. Most people are carpooling, and we would like to set up tabling.
- **Damarea:** For the vans, let's set a deadline for carpool before we set up van
- **Ugbad:** Will people who are signing up to carpool have to pay for parking?
- **Damarea:** We will cover people who are carpooling.
- **Ugbad:** The deadline for signing up to carpool is September 13

3. Tabling Schedule: The Cabinet will discuss the tabling schedule PRMC set up

- **Arie Lea:** I have set up an Excel sheet that will show the event, place, notes for what to do, the date, and times. We will aim to have four people at any given time, but Damarea thinks we should have at least two people minimum, especially for setting up the hut. Constitution Day will be our first event. It's from 2pm-3pm in the U-SU Theatre and four people can sign up max. Should we be asking people who sign up to table for their phone number?
- **Damarea:** Get all their contact information so we can send a text reminder.
- **Arie Lea:** For the Beach Clean-Up, we will decide a day that is best for Ugbad and whoever is here. I am trying to set up tabling for at least once a week. For the next few tabling sessions, we will focus on NVRD and the Beach Clean-Up.

4. Housing: The Cabinet will discuss potential collaborations with events and programming with Housing and Residence Life

- **Brianna:** Right now, we don't have any events because everyone just submitted their proposals on September 4th. and we are waiting for approval. We are trying to start collaborations in October.
- **Victor:** I would like to tie in housing with the pre-game events before soccer games to bring residents out to the main event.
- **Damarea:** For the tailgate on October 31, the spirit committee is taking the lead. We are looking at a maze, harvest festival, trick-or-treating, a Halloween theme, and we are trying to see if people want to host a booth or give candy to kids.

5. Biweeklies: The Cabinet will discuss both the biweekly meetings with the VPA as well as biweekly reports.

- **Teady:** So, everyone has been submitting their reports. Basically, every two weeks, you will need to fill out the report and answer questions about what you did, what you learned, what events you went to, and what your goals are for the next biweekly.

6. Group Discussion: The Cabinet will address any items put forth by the members.

- **Ugbad:** How can I get placards for the EPC committee?
- **Damarea:** Speak with Gus and the Graphics team to get everything in
- **Teady:** Announcement, everyone can apply for committees.
- **Arie Lea:** For the International Festival, would anyone like to have a booth that is culturally related?
- **Ugbad:** The EPC can do a booth about traditional ecological knowledge, like the indigenous people's ideas and practices that are beginning to be implemented nationally.

IV. Action Item

1. Vice-Chair: The Cabinet will appoint a new Vice-Chair.

Offered By:	Ugbad Farah	Seconded by:	Brianna Vela			
Motion to appoint Arie Lea as the new Vice-Chair						
All in Favor	Consensus	Opposed	None	Abstained	None	Motion: ✓ passed

V. **Reports:**

- **Vice President for Administration:** Damarea and I are working on screaming eagles. Orientation next Friday for what's going on, before the beach clean-up to volunteer, for international festival and housing/spirit. Please let Screaming Eagles be involved in the planning.
- **Environmental Affairs Commissioner:** My main focus is on the beach clean up to forward to residents. Please get everyone signed up as soon as possible
- **Housing Representative:** We are finally getting applications for RHA members, and we are going to host interviews this month. We're still waiting for that so we can collaborate with the RA's for their proposals. We are also going to do presentations for the people in housing.
 - Damarea: is there a budget?
 - Brianna: We are waiting for it to be confirmed.
- **Spirit Commissioner:** I am currently coming up with ideas for proposals.
- **PR and Marketing Commissioner Representative:** I met with the international office and we need screaming eagles to help with input and for the tabling. We also need volunteers to sign waivers and there will be volunteer opportunities for them like tabling for arts and crafts and for talking about ASI. I am currently trying to find things to do press releases on.
- **Senior Coordinator:** We've been working on how to make program proposals be possible to be digitally submitted. I've been working with the college reps for their programs and working on NVRD. We have been working on getting a food truck. We are also working on getting the Alternate Spring Break with an information session and we are aiming to get 25 people. We are also in the preliminary stages of getting a "Life After College" event going with the career center and alumni affairs.

Adjournment

Offered By:	Arie Lea Kuo	Seconded By:	Ugbad Farah			
Motion to adjourn the meeting at 10:46 am.						
All in Favor	Consensus	Opposed	None	Abstained	None	Motion: ✓ passed

Associated Students, Incorporated
Cabinet of Commissioners Meeting
Summary of Actions Taken

Approval of Agenda (action):

Offered By: Ugbad Farah	Seconded by: Arie Lea Kuo					
Motion to approve the adoption of Agenda for September 6 th , 2019.						
All in Favor	Consensus	Opposed	None	Abstained	None	Motion: ✓ passed

Action Items

Offered By: Ugbad Farah	Seconded by: Brianna Vela					
Motion to appoint Arie Lea as the new Vice-Chair						
All in Favor	Consensus	Opposed	None	Abstained	None	Motion: ✓ passed

Adjournment

Offered By: Arie Lea Kuo	Seconded By: Ugbad Farah					
Motion to adjourn the meeting at 10:46 _{am} .						
All in Favor	Consensus	Opposed	None	Abstained	None	Motion: ✓ passed

Certification

Official Minutes taken for the **CABINET OF COMMISSIONERS MEETING** of the Associated Students, Incorporated, Cal State LA held on Friday, September 6th, 2019 in the ASI Conference Room U-SU 203. Approved by the **CABINET OF COMMISSIONERS** on: _____.

Prepared by:

Cabinet Vice Chair - Recording Secretary

Confirmed by:

ASI Secretary/Treasurer