Strategic Planning Meeting
Minutes

Day/Date: ___Tuesday, October 29, 2019_
Time: ___4:45 – 5:45_____
 Location: ___ASI Conference Room 203__
Attendees: Strategic Planning committee, General Public
Type of Meeting: ____General _____

I. **Organizational Items:**
   Call to order by: Chair David San, ASI Secretary/Treasurer @ __4:47_PM_____
   b. **Roll Call**

P	David San	*Secretary/Treasurer*
EA	Aaron Castaneda	*President*
P	Teady Ochoa	*Vice President for Administration*
P	Jacquelyn Acosta	*Vice President for Academic Governance*
EA	Christopher Koo	*Vice President for Finance*
EA	Joceline Rivera-Jimenez	*Vice President for External Affairs and Advancement*
EA	Alexander Berry	*Chief Justice*
P	Sathya Raminani	*BOD Representative*
P	Kyle Misa	*BOD Representative*
P	Nadine Gostantian	*BOD Representative*
P	Dena	*Office Manager*
UT	Christopher Johnson	*Staff Support*

c. Adoption of Agenda: Tuesday, September 17, 2019

Offered By:	Jackie		Seconded by:	Sathya	
Consensus - Consensus was established					
All in Favor	consensus	**Opposed**	0	**Abstained**	0	**Motion: Passed**

d. Approval of Minutes (action): Tuesday, September 3, 2019

Offered By:	Teady		Seconded by:	Jackie	
Consensus - Consensus was established					
All in Favor	consensus	**Opposed**	0	**Abstained**	0	**Motion: Passed**

II. Public Forum
    a. 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.
        ☐ Dena: Make sure we have speaker cards at next BOD.

II. Informational Items
    a. **NVRD Data Evaluation** – The committee will go over the National Voters Registration Day Data from September 24 on the attendees' feedback.

- David: I put a summary of the data. Even though we had a 272 participants not everyone signed up for this. The iPads we borrowed from CSI were getting locked or overheating. Most of it falls in place in our demographic.
- Dena: How is neutral used in this data?
- David: It would be the "I don't mind" about politics. There was a good turnout in ASI. Accessing the program we had iPad were they could do the survey and incentive was free food and learn more about registering for voting.
- Dena: So are these evaluations going to use as if we're going to continue this event or how we can better this event?
- David: That is another thing to talk about, either continuing the event or bettering the event, CSI did bring out the other organization, and I just retrieved the data.
- Jackie: Ways Jocelyne can utilize this data is if majority of students feel neutral about mobilization they would create a workshop to educate.
- Dena: I agree, 272 participants but half of them come from neutral.
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    b. **Meet Your Reps (NSS) Evaluation** – The committee will go over the Meet Your Reps Data from October 11 on the attendees' feedback.

> David: Brought out tablets to take they surveys and gave out incentives such as chips and juice. So, most of it is quantitative data and at the bottom is the qualitative data. The summary has what was different from people and what they would like to know. That's what I wanted to point out of the event.
> Jackie: How are the college reps going to follow thru students concerns brought up in the survey?
> Sathya: We want to talk about this stuff with our Dean of NSS.
> Dena: Would it be a great idea for the next SPC meeting to bring a summary of that conversation with Dean and how you all addressed this issue.

    c. **Pink Game Evaluation** – The committee will go over the Pink Game Data from October 18 on the attendees' feedback.

> David: Spirit commissioner event, this event in the gym, using a QR code to take the survey. Most of the qualitative event is people would like to see more of this event and having free food. People are suggesting to have better marketing in flyers.
> Dena: There was a confusion of their being food at the event.
> Teady: In general students believed there was going to be food but none of this got established during the event planning. None of the emails or flyers had PINKs hotdogs.

    d. **Beach Clean Up Evaluation** – The committee will go over the Beach Clean Up Data from Saturday, September 21 on the attendees' feedback

> David: This one was at Hermosa Beach. She did get a lot of meaning full data. People appaericated the car-pooling, and appericiating the environment. They did mention that the beach was pretty clean so they would like to see a more dirty beach.
> Teady: She got good feedback because she was holding a free giveaway.

    e. **ASI Event Evaluation Card/Form** – The committee will review previous ASI Event Evaluation Cards/Forms that can be used at events/programs.

> David: I want to summarize all the evaluation data, if there is not an incentive people don't feel obligated to do it. I would say let's keep it more simple.
> Jackie: We should hold a standard to every student representatives in how their using the data to better enhance our services. After, this data we need to think about potential outcomes and changes.
> David: We can send this out to the program holder.
> Teady: You could send a mass email in telling everyone they need to have evaluations after event and have a meeting with their direct report to analyze the data and how to enhance the event next time.
> Jackie: This quantitative data can event be put in a transition folder in ways that can be done better.
> David: Some of who have been here have seen these evaluation cards before. I turned the card into the form. We can basically make things electronic as it is easier for people to fill out the surveys. We can make a duplicate of this form so we can host this electronic. Is there other things you would like to see that might gather better information?
> Jackie: We should add a question, such as, what time would work best for you? So, we don't target the same group of people every event. When would be more successful for students to attend.

- David: "what would be the best time?" I think the first four questions the person hosting the event can answer the questions.
- Jackie: Also replacing time and location, we should put, was this event accessible to you? Because there are students with disabilities or some events could be hidden.
- David: I agree, this is great question we can ask for the evaluation.
- Teady: For number 10, we should take out the yes and no.
- Jackie: We should get rid of number 10 and just put our social media handle on their.

V. Reports
   a. Committee Chair
   □ David: We got this data on different days and try to summarize it. I can follow up in programmers, and adding this into their transition folders. And getting feedback in how their events be better or times and dates.
   b. ASI Interim Executive Director
   □ N/A

VI. Adjournment

Offered By:	Jackie		Seconded by:	Sathya	
Motion to adjourn the meeting at 5:20 pm					
All in Favor	5	**Opposed**	0	**Abstained**	0	**Motion: Passed**