CALL TO ORDER at 7:00PM

A. MEETING BUSINESS

A-1. Roll Call (Pre-entered Names)

<table>
<thead>
<tr>
<th>Name</th>
<th>Note:</th>
<th>Name</th>
<th>Note:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daisy Orduna</td>
<td>present</td>
<td>Marilyn Dukes</td>
<td></td>
</tr>
<tr>
<td>Elizabeth Ruvalcaba</td>
<td>present</td>
<td></td>
<td></td>
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<tr>
<td>Rachel Andrew</td>
<td>present</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rachel Huang</td>
<td>present</td>
<td></td>
<td></td>
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<tr>
<td>Angel Ponce</td>
<td>present</td>
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</tbody>
</table>

A-2. Acceptance of Excused Absences /proxies

MOTION/SECOND:

Motion to bundle and approve all absences: approve
Motion to approve/deny the attendance: approve

Attendance:

B. PUBLIC FORUM

a. Announcements/Information/Introductions

C. REPORTS

C-1. Advisor’s Report

C-2. Executive Officer’s Report(s)

C-3. Group Project/Member Report(s)
- Walela -
  - Signed the form!
  - Time slot - 10:15-11AM
  - She had some questions
    - Would payment be upon arrival? No, it would be after the speech
    - If they signed the insurance, they can have the check the day of!
    - Walela wants to have a photoshoot;
    - Liz will email them back tonight
  - Announce Speaker - Tuesday 1/21 - after the MLK Jr. day
  - Have flyer with Walela’s name ready by Monday so we can table Tuesday

- Name tags -

- Food
  - Utensils - zwc - Utensils from ZWC
    - Requisition form by next week -
    - Projected attendance - 150
    - 9” Plates - packs
    - Hot beverage -
    - Forks -
    - Spoons -
    - Knives -
    - After we check the office
  - ASR - need to know billing address

- RSVP -
  - Will send out notice to remind people to RSVP - Tomorrow
  - Announce Walela - Tuesday

- Outreach
  - Need to advertise more!
  - Rachel A - OSL orgs, SB organizations
  - Rachel H - emailed all AS entities (SASA and SRJ), departments
  - Daisy - thinking of putting flyers at community spaces - ie. starbucks, campus point, iv restaurants, pardall
    - Make qr codes to make it nice
  - SBCC
    - Community Organizations - ie. Freedom for Youth, IV Community Orgs, IVCRC, IVCSO,
    - Going downtown restaurants -
    - Angel -

- Land Acknowledgement - Chumash acknowledgement protocols.pdf
  - Who’s contacting them - Rachel H

- Workshops
  - LED Hearts workshop
○ Time management

● Panelist -
  ○ Diane Fujino - Rachel A
  ○ Alex - Rachel A’s grad student
  ○ Alex’s friend
  ○ Community leader -
    ■ Jewish Voice for Peace -

● Stickers
  ○ 2 designs: heart + the lady
  ○ Sticker vendor - what did EAB use?

● Do we need to have a layout of the SRB?
  ○ Is the location to put food?
  ○ Where will people table?
    ■ Rachel A will contact Student Orgs (OSL) to table -

● Room request - EOP rooms
  ○ Who’s requesting rooms - Rachel H - grab forms

● Finalize Schedule
  ○ 9 - 10 - check in and breakfast
  ○ 10-1015 - Womxn’s commission
  ○ 1015-11 - Walela
  ○ 11-12 workshop 1
  ○ 12-1 workshop 2
  ○ 1-2 lunch
  ○ 2-3 resource fair
  ○ 3-4 panelist
  ○ 4-415 WC closing

● Did we pass money for food?

● ZWC collab updates:
  ○ We will have a table at the event and we will be presenting with them
  ○ Is there anything we want to add to their slides?

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D. ACCEPTANCE of AGENDA/CHANGES to AGENDA

The Chair may, with members’ consent, add items to the agenda for consideration at the current meeting if they meet one of the following criteria:

a) Emergency Situation -- the issue falls within ten days from this meeting.

b) Deadline -- if the issue arose after the agenda deadline and must be acted on before the next
scheduled meeting.

**MOTION/SECOND:**
Motion to approve the acceptance of Agenda/Changes to Agenda on (Current Date of Meeting)  
**ACTION:** Vote: X-X to APPROVE

### E. ACCEPTANCE of ACTION SUMMARY/MINUTES

#### E-1. Approval of our Action Summary/Minutes from

**MOTION/SECOND:**
Motion to approve the minutes from (DATE)  
**ACTION:** Vote: X-X to APPROVE

### F. ACTION ITEMS

These are generally financial approvals. Detailed information and staff recommendations/reports are provided in attachments. Approvals of allocations of funds require Senate approval. Travel requests and exceptions to policy require Finance Board approval.

#### F-1. Old Business: Items that were continued from some previous meeting date to this date for further discussion, usually after new research/information which was not available at the previous meeting.

##### a. Approval/Consideration of brief description & dates item continued from for reference

**MOTION/SECOND:** Last Name/Last Name  
Motion to approve/deny  
**ACTION:** Vote: X-X to APPROVE/DENY.

**Advisor/Staff recommendation/instruction/request:** Advisor will provide  
**Responsible for Follow-through:** NAME of PERSON/GROUP/N/A  
**Additional approval required?** YES (Finance Board or Senate?)/NO

### F-2 New Business

##### a. Approval/Consideration of brief description

**MOTION/SECOND:**
Motion to approve
ACTION: Vote: X-X to APPROVE/DENY.

Advisor/Staff recommendation/instruction/request: Advisor will provide

Responsible for Follow-through: NAME of PERSON/GROUP/N/A

Additional approval required? YES (Finance Board or Senate?)/NO

G. DISCUSSION ITEMS
Items on which we may make a decision in the future. Public testimony is welcome. We will not make decision motions but may instruct members/staff to do research and/or place item on future agenda.

G-1. Consideration of brief description& dates item continued from (if applicable)
Advisor/Staff recommendation/instruction/request:

Responsible for Follow-through: NAME of PERSON/GROUP/N/A

ADJOURNMENT

MOTION/SECOND TO ADJOURN MEETING: Rachel/Liz

Adjourned at 8:00 pm