Program Board Agenda

## Associated Students

October 28, 2019

SB Harbor Room

**CALL TO ORDER: 5:01PM by Kiyomi Morrison**

**A. MEETING BUSINESS**

1. **Roll Call**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Note:** absent (excused/not excused)arrived late (time)departed early (time)proxy (full name) | **Name** | **Note:**absent (excused/not excused)arrived late (time)departed early (time)proxy (full name) |
| Adam Salton |  | Kari Liu | Absent |
| Alexis Xa |  | Kathryn Quinones |  |
| Bethel Tammerat |  | Kiyomi Morrison |  |
| Brenna Collins |  | Lucas Jackson |  |
| Brett Friedman |  | Mikio Sacramento |  |
| Carlos Aviles-Sullivan |  | Mitchell Lewis |  |
| Conner Jones |  | Nathaly Pacheco |  |
| Enaiya Judkins |  | Sarah Danielzadeh | Absent |
| Erica Ko |  | Benjamin Chocron |  |
| Esteban Alvarado  |  |  |  |
| Gabriel Reyes |  |  |  |
| Greer Jacobs |  |  |  |

**Acceptance of excused absences, absences, early departure and proxies**Motion by Nathaly . Second by Conner. Consent with 18 present.

**B. PUBLIC FORUM**

1. EVPLA Afternoon Shindig - 11/16- Estero Park- set up around 2, event 3-6PM
	1. Isla Vista’s Backyard Boogie- centered toward 1st years and transfers to get them into IV and involved- music, food, good ~vibes. Reaching out to groups for tabling and to make available resources known.
		1. Expecting 200-300 people.
	2. Wants ASPB’s help with staging for local bands and groups, speaker system, and help publicizing the event. And recommendations for local bands or groups if anyone has any.
		1. Have funding but no set amount- can be negotiated.
		2. We don’t own a stage- we could help but it would cost us if we rented a stage.
			1. Not set on having a stage but has a few groups that do want to perform. Would also be open to ASPB making a playlist.
	3. Also wants production staff and event safety staff.
		1. ASPB would cover the cost of production.

**C. ACCEPTANCE of AGENDA/CHANGES to AGENDA**

Motion by Brett. Second by Mitch. Consent with 18 present.

**D.ACCEPTANCE of ACTION SUMMARY/MINUTES**

Motion by Gabe. Second by Conner. Consent with 18 present.

**E. ANNOUNCEMENTS**

1. Marilyn has a cabinet in her house that won’t open because of a light
2. Mid Quarter Meetings
	1. Kiyomi is going to try to meet with everyone this week during office hours to discuss how things have been going, stipends, and goals.
	2. Job descriptions are on the team drive
3. Please send me your stuff on time :(
	1. Friday!
4. New Meeting agenda: Kudos (Boardie Shout-out)
	1. Compliments during the end of meeting :)
5. Bagel Day- Finals week
	1. Greer
6. START THINKING ABOUT NEXT QUARTER
	1. Start thinking about things you need for next meeting
7. Key access / Payroll
	1. Key access- Mikio, Brenna, Benji, Esteban
	2. Payroll will be done this week- MD
8. Students of Color Conference - Nov 22-24 @ UCLA - Application Deadline is the 30th <http://ucsa.org/socc2019>

**F. WEEK IN REVIEW**

1. Free Tues Film: Annabelle Comes Home - 10/22- Esteban
	1. 7PM- 34 people
	2. 10PM- 104 people
	3. Down 1 event safety staff, pubbed for delirium and Earthgang.
		1. There was a mistake on the slides saying Earthgang was on Friday Nov. 7th- but it’s Thursday.
	4. Esteban gives it a 7/10
2. Delirium - 10/26- Nathaly
	1. Nathaly’s Notes- [https://drive.google.com/a/ucsb.edu/file/d/1bdj7XQt73wS7Wh2CKP4g953VoxxnvZoe/view?usp=sharing](https://slack-redir.net/link?url=https%3A%2F%2Fdrive.google.com%2Fa%2Fucsb.edu%2Ffile%2Fd%2F1bdj7XQt73wS7Wh2CKP4g953VoxxnvZoe%2Fview%3Fusp%3Dsharing)
	2. Emphasis:
		1. As many things as possible need to be done before DOS
		2. If you are unable to handle something you are assigned, ask for help
		3. Short breaks are okay, but taking long breaks to watch show or dancing excessively is not okay and also looks unprofessional while badges are worn
			1. Alumni too
		4. Got really great feedback!!
		5. MD- Professionalism- important people come, need to be professional
		6. Volunteers got complimented by police and CSO’s!
		7. Rules need to be announced more in lines
	3. Hosp-
		1. MD- Touch base with managers so we don’t over-buy food- We have a lot of food left over
		2. Brett- If you are a runner, be sure to fill up your car with gas beforehand
		3. Kiyomi- Take a ziploc bags to hold receipts
		4. MD- Cash advance checks should be cashed so we have cash and don’t have to use cards
		5. Bethel- There was some confusion with Woodstocks- checks vs cash. Requisition form should be received in the next week or 2.
		6. Nathaly- A marborg box was left behind filled with things- it shouldn’t have been left behind
	4. Pub-
		1. Mitch- There were a lot of small last minute changes
			1. Also want to have more types of merch for next show
		2. Shirt give away was very successful- should look into doing this more
		3. Nathaly- Made cards to thank artists for people to sign- some people added their social media handles- seemed unprofessional. Next time cards will just say thank you from AS Program Board
		4. Enaiya- Had a hard time getting data and messages during the show- problem with service and internet- this was a problem for multiple
	5. Booking- Kiyomi- With booking for future shows coming up, look at ticket sales when thinking about future artists. We had some concerns about Mustard and the ticket sales show that there may have been good reason(didn’t sell out).
	6. Tickets- Kari (summarized)
		1. Nathaly- Problems leading up to the show because people didn’t know their perm number was the passcode. Need to figure something out because it seems like a common issue.
		2. Didn’t check scanners until 4PM DOS and the scanners showed green checks even though tickets hadn’t been purchased. Thought they fixed them, then everyone was being scanned as red. Used ticket confirmations for about an hour. Some scanners also died- told people not to tell people that they aren’t working because it could cause problems.
			1. Be sure to stay in constant communication with everyone we are working with and only tell people what they NEED to hear
		3. Nathaly- Everyone who bought a ticket DOS was not loaded onto access card- had to go to ticket office at event.
	7. Production- Adam
		1. Last minute booking made things tough, but managed to work it all out.
		2. Load-in could have been quicker.
		3. DOS- new production crew helped out a lot and didn’t need reminders.
		4. Backline arrived 2 hours late. ASPB alumni (Taylor and Maggie) weren’t very professional and left a few times when they were needed.
		5. Lighting had some issues- placements were weird, staff didn’t seem helpful, left position when needed
			1. Give Freestyle some feedback- but with freelancers you don’t know who you’ll get
		6. 116db at front of crowd- should be 110 max- some people were complaining that it was too loud. We do provide earplugs too.
		7. Load out DOS was 2.5 hours, and day after was quick too.
		8. Need to get more production shirts.
		9. Gabe- CSO’s at IV entrance didn’t have credential sheets- Taylor (production) got stuck outside and had to wait in line.
			1. Nathaly- credential sheets were dropped off at every entrance.
	8. Event Safety-
		1. CSE, contemporary service. Told them at Welcome Back that students couldn’t go on stage. Same manager from WB was late and meeting started late.
		2. Mustard brought up 2 students- backstage people can stop this too.
		3. Carlos- barricade setup was late and should have been done sooner.
			1. Also didn’t have enough uniforms- temporary ones were made in office day before show
		4. Short 5 barricades for front of house- had to get them from the Hub. Barricades also seemed a little far from stage.
		5. MD- there were a lot of cups on the floor after, need to be sure to tell people they can’t bring them into the building
		6. Nathaly- towards end of event, CSO’s and some event staff asked Kenny for a picture- need to tell managers it’s unprofessional and unfair.
		7. Alexis- Chancellor Yang being there was a safety concern- there was a crowd around him in busy areas. Caused a big blockage with groups of people by the entrance. Lobby needs to be clear for fire hazards. Can’t tell him where to go, but can try to pull him away to meet the board.

**G. PREVIEW OF THE WEEK**

1. Free Tues Film: Scary Stories to Tell in the Dark - 10/29- Esteban
	1. Call times: 6:30 and 9:30- may consider changing call times
	2. Only have 2 people working 10PM showing, and need people to sign up for movies later in the quarter.
		1. Let Esteban know when it gets figured out
	3. FB- 51 going, 300 interested, 8 shares
		1. Please keep sharing it on socials and invite friends
	4. Can we buy candy for the movie?- sustainability
		1. Yes- money in budget
2. Storke Show-Extremophiles -10/31- Nathaly
	1. This Thursday, 10/31, Alexis, Erica, and Bethel working
	2. We have Yerbas!- get there at 11:30 to set up tables and coolers
	3. Please sign up to work Storke shows- on team drive
		1. Production has to work one show as non-production
3. Dia de los Muertos - 11/1- Gabe
	1. Got confirmation from UCen catering
	2. Half-board event
		1. Enaiya, Conner, Brett, Bethel, Brenna, Nathaly, Esteban
	3. Call time 6:30PM
	4. Graphic is being made and pub will be posting the event soon
	5. Supplies are in the office, but rocks were unavailable- we’ll find them
	6. May make altar for the office and for the event
	7. Checking access cards- will have event safety staff- can put it on the graphic

**H. OLD BUSINESS**

1. Earthgang - 11/7- Brett
	1. Sent out most recent offer for opener on Friday for $1.5k for Artist A.
	2. Ticket sales are at 329 (369 with comp)- we have been pubbing Delirium a lot
	3. Going to hold off on tabling this week because of midterms, but keep sharing on social media- but will table next week
	4. Enaiya- Posters were printed and are in boxes to be put up in IV
		1. Can just take posters to dorm front desks and they put them up
	5. Adam- working on quotes, can have budget update at next meeting
	6. Volunteers- need 4-5 people
	7. MD- don’t forget to get parking passes to Kari
2. Meet AS Program Board Event - 11/13, setup at 5, event 6-7PM- Kiyomi
	1. Name ideas:
		1. Meet a boardie, food related??
	2. Greer, Lucas, Adam, Nathaly, Enaiya, Alexis, Erica,
	3. Going to have everyone introduce themselves, talk about general AS workings, then Nathaly will present on booking
		1. Can do presentation on ambassadors and volunteers
	4. How should we take artist suggestions?
		1. QR code, Kahoot (or interactive quiz or game with this)
	5. Graphics battle? Mikio vs Mitchell
	6. Giving away ASPB swag- going to order more. Special swag just for this event
	7. Q&A panel where people can ask questions
		1. Could also get questions from Reddit
	8. READ MEAN TWEETS- could get this on video too to pub event
	9. Full house/sorority type video to pub- Kiyomi
	10. Will have free food
	11. Livestream?
3. Holiday Photos - 11/20 & 11/21- Alexis
	1. Halo- Website sent in Slack
		1. Could buy photobooth device for $3000 and use it at all of our events- not just Holiday Photos
			1. Brett- A lot of photo-booths at bars have lines
			2. MD- where will we store it, how durable is it, and what is the cost over time?
				1. There is a special case for it. Can also make broken-down plan for cost.
	2. May want to use company for this round of holiday photos because it is coming up quickly, but can discuss this later.
4. Winter Ecen Show - 2/15- Nathaly
	1. Talked about potential of Winter ECen show- we have the date reserved but we wouldn’t be able to bring anything the day before and everything would have to be loaded out by 10am the next day
		1. Getting more info on this
	2. Could still use Storke and get tents like they have at festivals in case of rain
5. Town Hall for CSD x Lucidity Deltopia event
	1. Town hall is tomorrow at 6PM, Kiyomi will be going
	2. Summary will be sent in Slack, if anything needs to be added, let Kiyomi know

**I. NEW BUSINESS**

1. Student Choice Film- 11/26 - Esteban
	1. How to pick film- company just needs a week notice to book movie.
	2. Going to announce it next week on socials for people to submit films
	3. Will pub a week before like usual
2. Winter Films Schedule- Esteban
	1. Just sent email with rough list for Winter
		1. Maleficent 2
		2. Joker
			1. Little worried about controversy
		3. Charlie’s Angels
		4. Hustlers
		5. Doctor Sleep
		6. Bombshell
		7. Knives Out
		8. Queen and Slim
	2. Still thinking about adding some movies- leaning toward Just Mercy
		1. Planning it for Black History Month
		2. People put on death row even though they were similar
			1. Enaiya- A class reads this book, could see professor promoting movie
3. Ambassadors- Conner & Greer
	1. Have 4 people already and have met with them, meeting with them again this week for a workshop on AS and tabling
	2. Starting next week for tabling for Earthgang
		1. Have them sign up for shifts with board members- great way to get to know people and most of them have tabled before
	3. Starting the hiring process this Sunday- pubbing the ambassador program on Sunday then applications will open next Sunday
		1. Application is open for 1 week to all students- looking for students with good social media presence
	4. Looking to hire 6-10 more people
		1. But can’t get too many that volunteers don’t have opportunities
		2. Want less than 10 total- had 8 last year but it wasn’t super focused. Shoot for around 8 people.
	5. Goal is to have new people ready to go by the start of Winter Quarter.
	6. Should have mixer for ambassadors and volunteers too
4. Comp tickets- Kiyomi
	1. We have tickets that we save for internal use- good portion go to artists 30 of 40 can go to artist, KCSB gets 3, and alumni get some
	2. Used to open it up to board if it wasn’t sold out
		1. Won’t always be enough comp tickets for board all the time
			1. Postering for comp tickets?
	3. Could use extra comp tickets for giveaways- those would come out of other pool of tickets
	4. An AS exec was asking about comp tickets-case by case basis--Kiyomi thinking about 2 total for other AS members. Will have to come back to it based on availability of tickets.
5. Battle of the Bands and Battle of the DJs
	1. Usually Concerts and Special Events assistance--Kat doing BODJ and Brenna for BOTB. Winter quarter usually, will be talking about it this week. Brett and Kat will also be talking with Jill soon about winter dates and will work with Brenna on dates.

**J. ACTION ITEMS**

**K. FINANCIAL ACTION ITEMS**

1. EVPLA Afternoon Shindig - 11/16-MSC $650 for sound and 3 event safety staff for IV Backyard Boogie event. Lucas/Carlos 14--0-4

**L. REPORT**

**Facebook Factory / Tuesday Slide / Thursday Ad**

Everyone have a chance to look at the ad? Go on social media and share the ads.

**Kudos**

Alexis, Kat, Mitchell, Brett, Bethel, Kiyomi, Mitchell Esteban, MD, Kris, Bethel, Pubs-social media team, Kudos to everybody for a great show.

**The Marilyn Report**

Going to be out tomorrow afternoon-Kris will also be out.

**The Kris Report**

N/a

**Commissioner's Report** -

Thank you all again for a great show. Thank you all for that. KCSB throwing a show this Wednesday, come out and see it-it’s a free show under Storke tower in the KCSB Courtyard.

**Deputy Commissioner’s Report-**

Thank you to everyone for all your work.

**Coordinators’ Reports**

Adam-Thanks for all the help at the show. Working on earthgang this week and storke show on Thursday.

Brett - Delirium was a success and that was awesome. If you aren’t working Earthgang you better be there.

Carlos - Thank you to everyone who helped with Event Safety staff uniforms. Hard with the barricades dropped off late, but overall went well.

Conner -Weekly reminder pub meeting on Wednesday at 5pm if you need anything come see us. Shout to everyone on hosp for delirium. Will be working on website.

Esteban -Congrats to everyone for putting on a great show especially Nat, everyone I talked to really enjoyed it. Working on confirming the films--if you have suggestions let me know. WIll send a reminder to everyone working tomorrow.

Gabriel - We got an email about a Artist B show and I called his agent and he is taking 10 college dates between January and April to do a moderated Q and A with his own moderator. Not a comedy show--would love chance to meet and greet with students. He is a little controversial. If you are interested let me know. Getting other availabilities and asking prices for Winter.

Erica-yield

Greer -Having volunteers went well, lines went surprisingly well at the two entrances

Kari - N/A

Mitchell - Now that delirium is done will start putting together drafts for staff shirts. Keep an eye out on the slack.

Nathaly- Show went really well, really happy about it. If anybody needs help I have more time. Went to optometrist and got new contacts. Will start working on X pretty soon--will break down into three sub committees so start thinking about what you might be wanting to do.

**Assistants’ Reports**

Alexis - Shout out to everyone who worked the concert--it was amazing. Remember being backstage and thinking this was so amazing that we get to do this.

Brenna -Was a really fun show and people had fun.

Enaiya -Thanks to everyone for dealing with me--I know a lot of people worry about me, but its going to be okay. . Posters have been put in people’s boxes. Greer, Mikio and Carlos--you didn’t sign up so I assigned you to spots.

Kathryn - I had a lot of fun at delirium. Excited for Earthgang.

Lucas -I know we are busy with this stuff but school is also a priority so don’t forget to do you work and study for midterms. Stay hydrated

Mikio - It was a really fun show and I had a good time. A lot of students had a good time--more fun than delirium last year, too.

**Senator’s Reports**

Benjy -Congratulate you guys on a good show. Have heard a lot of people saying good things. Your work does not good unnoticed and you should all give youselves a pat on the back.

Sarah -

**ADJOURNMENT: 7:22**

**Artists mentioned:** Guapdad, Kevin Hart