**COMMUNITY FINANCIAL FUND (CFF) MINUTES** A picture containing text, book

Description automatically generated

*Associated Students*

**Date:** October 5th, 2020

**Location:** Remote Zoom Meeting

**Minutes/Actions Recorded By:** Cheryl Chui

**Call to Order:** 5:02PM by Cheryl Chui, Chair

1. **MEETING BUSINESS**
2. **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) |
| Cheryl Chui |  | Ashley Yung |  |
| Anusha Sinha |  | Risa Mori |  |
| Eliana Cazares |  | Andy Long | Absent (Excused) |
| Cole Weber |  |  |  |
| Sandy Nava | Absent (Not Excused) |  |  |
| Vincent Ton | Absent (Excused) |  |  |

1. **Acceptance of Excused Absences**

***MOTION/SECOND:*** Cheryl Chui/Cole Weber

***Motion Language:*** Motion to accept excused absences.

***ACTION:*** Vote: 6-0 to APPROVE

1. **Acceptance of Proxies**

None mentioned.

1. **PUBLIC FORUM**

* Not applicable.

1. **EXTERNAL REPORTS**

* Not applicable

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

* Not applicable

1. **CONSENT ITEMS**

* Not applicable

1. **ACTION ITEMS**

* Not applicable

1. **DISCUSSION ITEMS**
2. **Reminders**
   * Cheryl Chui reminds Authorized Signers to finish authorization process through portal and mailing in the form to A.S.
   * Cheryl Chui tells members that requisition forms can start being filled out for our previous purchases made by Risa and Eliana.
   * Cheryl Chui will be speaking to the Office of the Controller next week to discuss CFF finances and budget for the year.
   * Kelsey Thibdeau will return 10/12 as our facilitator for workshops and potentially as CFF Coordinator again, per an email sent to Cheryl Chui.
3. **Social Media**
   * Cheryl Chui asks Ashley Yung to examine the status of our recent Instagram posts and survey.
   * Ashley Yung reports the 160+ responses to the survey and the method in analyzing our report data.
   * Risa Mori suggests validating giveaway participants after we randomly select names from entrants.
   * Cheryl Chui asks for suggestions for Fall social media campaign.
   * Cole Weber suggest using poll widgets on Instagram Stories to do Q&As with students to answer their personal finance questions, generally then with specific themes through the quarter.
   * Cole Weber explains the campaign style, allowing time for our board to conduct research and provide resources more comprehensively.
   * Ashley Yung agrees with this suggestion after receiving clarification on the plan.
   * Eliana Cazares suggests cutting posts down to 1 per week to lighten the load on Risa Mori’s work on graphics and Vincent Ton’s posting.
4. **Financial Literacy Workshop**

* Cheryl Chui explains the timeline for workshops: Week 2 for registration and Week 3 for actual workshops.
* Cheryl Chui will create a new essay prompt for 20-21 school year.
* Cheryl Chui appoints Cole Weber to conduct email blast to notify students of workshops.
* Cheryl Chui appoints Risa Mori and Vincent Ton to create social media post information to notify followers about the workshops.
* Cheryl Chui asks for a volunteer to create the registration form for workshops.
* Anusha Sinha agrees to create form.
* Cheryl Chui appoints Ashley Yung to close to form after we receive enough responses, and allocate the workshops.
* Cheryl Chui explains that Kelsey Thibdeau can create the Zoom webinars for each workshop.
* Cheryl Chui creates spreadsheet for board members to sign up for workshop availability during Week 3, asking members for feedback on presentation style between 2 or 3 members per workshop.
* Anusha Sinha and Eliana Cazares will fill in the slots when they have their work schedules later in the week, after Wednesday deadline for everyone else.
* Cheryl Chui approves their exception.
* Risa Mori asks if new board members will have to lead a workshop too.
* Eliana Cazares suggests that 3 members can work together to let new members present a section of the presentation too.
* Ashley Yung agrees on presenting a familiar section of presentation, such as Financial Aid.

1. **Other Business**

* Eliana Cazares will follow up with Financial Aid Office to ask to come speak to students regarding any financial aid and loans.
* Eliana Cazares expects the seminar to be Week 4.

1. **Additional seminars and workshops**

* Cheryl Chui asks Ashley Yung for survey data on topics and questions students have regarding detailed financial literacy.
* Ashley Yung lists off examples of topics and questions concerning students, including: student loan repayment, graduate school loans, financial aid package changes this year, mortgages, refinancing a home, credit card benefits, employment benefits packages, studying abroad financing, and international student personal finance.
* Cole Weber suggests grouping topics into broader categories to address in seminars.
* Cheryl Chui suggests a new format, Q&A panel, from our expert guests instead of lecture-style.
* Anusha Sinha agrees with incorporating this new panelist format for future use.

1. **REMARKS**

* Not applicable.

1. **ADJOURNMENT**

***MOTION/SECOND:*** Cheryl Chui/Risa Mori

***Motion Language:*** Motion to adjourn this meeting at 6:47PM.

***ACTION:*** Vote: 6-0 to CONSENT.