**Committee on Committees Minutes/Action Summary**

Associated Students  
Pardall Center            Minutes Recorded by:  Priscilla Lee

March 29, 2016 8:00 PM

**CALL TO ORDER at 8:04 by Pedro Villalobos, External Chair**

**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) |
| **Oscar Zarate** | Present | **Sunny Chao** | Present |
| **Pedro Villalobos** | Present | **David Zhong** | Present |
| **Priscilla Lee** | Present | **Tony Aceves** | Present |
| **Megan Wong** | Present | **Theresa Tran** | Present |
| **Kelly Pearman** | Excused | **Tiffanie Vo** | Present |
| **Christina Pallone** | Present | **Maren Roberts** | Absent |

***A-2. Acceptance of Excused Absences***

***MOTION/SECOND: Villalobos/Wong***

***Motion to approve the attendance and excused absences on 4-05-15***

***ACTION: Vote: passes by consent***

**C. DISCUSSION ITEMS**

**C-1: Recruitment Update**

* Lemonade stand - prep should be done an hour before wanted times
  + Christina - Kind of just handing out flyers and giving lemonade to our group
  + Get a table earlier (tablecloth)
  + Make a poster to advertise
* Goodiebags
  + People were really excited to take the flyer and goodiebags
* Flyering - have it done by tomorrow for Tiffany’s flyer (send to Pedro and Oscar tonight to revise)
* Priscilla’s flyer done and printed by recruitment fair
* Wednesday’s Panel
  + Only 5 people have replied to google doc
* Postpone Recruitment Fair for 2 weeks
* Double check with Kelly to talk about venue booking
* Set up tables at UCEN really early to take over (7-8am-ish)
* Cancellation fee?
* Change Facebook group event and edit flyers
* Priscilla - change fb event page cover photo and profile photo dates for when applications close
* Set up new interviewing schedule with Oscar
* Got shirts so David will move to storage - give out 5 shirts each week (10 by recruitment fair)?
* Do a game at tabling ?

**C-2: Chair Meeting**

* Third week
* Pamphlet - haven’t looked into it yet (Sunny)
* Keep talking to chairs because not all have opened out their positions
* By Thursday - Sunny: let Oscar know who have responded and who haven’t

**C-3: AS Banquet/Assembly**

* Tony - haven’t booked a space yet; have a space booked by this Thursday
* May 20, Week 8 AS Assembly
* Workshops all week long
* Awards ceremony
* Have everything done by Week 4

**C-3: AS Spring Recruitment**

* Priscilla - send out doodle for interview scheduling during the weekend for CoC
  + Sometime Saturday

**C-4: Individual Reports**

* Theresa - waiting to have a meeting for cultural assessment
  + Week 3 and 4 events
* Megan - meeting with reps, been personally emailing reps to fill out reports
  + 6 out 50 reps are coming to banquet (Week 7)
* Christina - has AS spotlight
  + Don’t know how to make pdf attachment show up immediately on email
  + Oscar will talk to Student Affairs and try to figure it out
* Tony - trying to meet up with LaDonte Kimia and Aaron
* Sunny - LaDonte sent an email; Denise wants to do some type of eligibility check
  + Needs a list of chairs, name, perm #

**D. REMARKS**

* Post on facebook and read minutes!!!

**ADJOURNMENT**

Meeting adjourned by Pedro at 9:04 PM