## COVO MINUTESASsquare_logo.tif

## Associated Students

DATE: 11/12/2020

LOCATION: Zoom Minutes/Actions recorded by: Niku Farhangi

**CALL TO ORDER:** TIME by NAME, Position

**A. MEETING BUSINESS: Website Development**

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) |
| Niku Farhangi | **Arrived** |  |  |
| Gordon Tam | **Arrived late 9:06 am** |  |  |
| Leanne Lam | **Arrived** |  |  |
| Claire Chen | **Arrived** |  |  |
|  |  |  |  |
|  |  |  |  |

1. **Acceptance of Excused Absences**

***MOTION/SECOND****: Last Name/Last Name*

***Motion Language:*** *SAMPLE MOTION LANGUAGE*

***ACTION****: Vote: X-X to APPROVE/DENY.*

1. **Acceptance of Proxies**

**B. PUBLIC FORUM**

1. **EXTERNAL REPORTS**
2. **Advisor’s Report**
3. **Executive Officer’s Report(s)**
4. **Group Project/Member Report(s)**
5. **ACCEPTANCE of AGENDA**

***MOTION/SECOND****: Last Name/Last Name*

***Motion Language:*** *SAMPLE MOTION LANGUAGE*

***ACTION****: Vote: X-X to APPROVE/DENY.*

1. **CONSENT ITEMS**
2. **Approval of our Action Summary/Minutes from:**
	1. Minutes from 11/19 Meeting

***MOTION/SECOND****: Last Name/Last Name*

***Motion Language:*** *SAMPLE MOTION LANGUAGE*

***ACTION****: Vote: X-X to APPROVE/DENY.*

1. **ACTION ITEMS**

**F-1. Old Business:**

**F-2 New Business:**

1. **DISCUSSION ITEMS**
2. **Website development on wordpress**
	1. [wordpress.org](http://wordpress.org) for choosing a new theme
	2. send her the theme url and she will install it for us
	3. log in with /wp-admin
	4. use net id to log in
	5. shift enter for a line break rather than paragraph return
	6. malito: makes it an email address
	7. appearance: customize for theme
		1. customize- big title section for the main buttons and main page
	8. how to change main tabs: go to appearance- menus
		1. if you want to make a sub menu, drag the tab a little bit to the side under one of them
	9. make sure to click add to menu if you want to add a new tab
	10. Notification forms section has to be from email tech@as.ucsb.edu
	11. Wordpress.org for backgrounds (send URL to JudyAnn) blog based?
	12. Dashboard
		1. Front end home or visit site
		2. Back end edit page
		3. OR go to pages tab (title or edit)
	13. Link options all pages on site (add link)
	14. Mailto:email address
	15. ADD images: Add media thumbnail, left
	16. ADD PDF: cursor where PDF or doc
	17. Title area: “Download Follow up here”
	18. Tab: Appearance and Customize
	19. Typography: Font
	20. Back end appearance customize big title section buttons
	21. Appearance menu move to slight right for sub tab
	22. Triangle remove (from the menu)
	23. Go to pages to delete
	24. Go to JudyAnn for stock photography or sign up for photography session
	25. Application w/in website
	26. Pages forms
	27. Advanced fields
3. **REMARKS**
4. **ADJOURNMENT**

***MOTION/SECOND****: First/Second*

***Motion Language:***

***ACTION****: Vote: XX:XX to CONSENT/OBJECT*