CALL TO ORDER by Mark Beeson at 11:08am

A. ATTENDANCE
   A-1. Roll Call

<table>
<thead>
<tr>
<th>Name</th>
<th>Note:</th>
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<th>Note:</th>
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<tbody>
<tr>
<td>Sabina Menzhausen</td>
<td>Excused (Adam Thompson)</td>
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<tr>
<td>Alex Young</td>
<td>Present</td>
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<tr>
<td>Wei Wei</td>
<td>Absent</td>
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<tr>
<td>Jennifer Vizzuett</td>
<td>Present</td>
<td></td>
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<tr>
<td>Mark Beeson</td>
<td>Present</td>
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<tr>
<td>Jackson Tofft</td>
<td>Present</td>
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Ice Breaker: What are you looking forward to in fall quarter?

A-2. Excused Absences
Motion/Second: Alex/Jennifer
Motion to excuse Sabina Menzhausen.
ACTION: Consent

A-3. Proxies

Adam Thompson for Sabina Menzhausen

Motion/Second: Alex/Jennifer
Motion to accept all proxies for this meeting.
ACTION: Consent

B. PUBLIC FORUM
   a.

C. REPORTS
   C-1. Advisor & Staff Reports
      a. Rodney
         i.

   C-2. Member Reports
      a. Sabina
         i. Application deadline today (September 1st)
            1. Be sure to close Google form before the end of the day
            2. Remove link from website/update COVID guide (I can do this later this week)
ii. Let’s meet again next week (9/8) to go over the last few applications
   1. Receipts thru September 1st are due 9/15
   2. We’ll meet again 9/16 (I’ll send out a Doodle poll) to review/approve the last few receipts

b. Alex
   i. Check Minutes from 8/31
   ii. Sign up for Honoraria

c. Wei
   i. Absent

d. Jennifer
   i. Outline for mini Retreat (most likely between 14th and 18th)

e. Mark
   i. No Report

f. Jackson
   i. Lease translation document

D. ACCEPTANCE of AGENDA

MOTION/SECOND: Alex/Jen
Motion to accept today’s agenda.
ACTION: Consent

E. ACCEPTANCE of MINUTES

MOTION/SECOND: Jackson/Jennifer
Motion to approve the IVTU Internal Administration Committee minutes from 8/25/2020
ACTION: Consent

F. ACTION ITEMS
F-1. Working Group

MOTION/SECOND: Jackson/Jennifer
Motion to move into a working group.
ACTION: Consent

The committee worked on the approval of applications for funding on a rolling basis from the Emergency Fund and approval of receipts for conditionally approved applicants.

MOTION/SECOND: Alex/Jennifer
Motion to move out of a working group.
ACTION: Consent

F-2. Old Business:
F-3. New Business:

**MOTION/SECOND: Alex/Jackson**
Motion to conditionally approve 2 applicants for a total of up to $600 of funding for rolling applications through 9/1/20 pending eligible receipts for up to $300 per applicant.
ACTION: Consent

**MOTION/SECOND: Alex/Jennifer**
Motion to allocate $233.04 to Weslan Goldburg from the IVTU Emergency Fund for qualifying expenses.
ACTION: Consent

**MOTION/SECOND: Alex/Jennifer**
Motion to allocate $292.11 to Eileen Tran from the IVTU Emergency Fund for qualifying expenses.
ACTION: Consent

**MOTION/SECOND: Alex/Jennifer**
Motion to allocate $225 to Anthony Kumar from the IVTU Emergency Fund for qualifying expenses.
ACTION: Consent

**MOTION/SECOND: Alex/Jennifer**
Motion to allocate $300 to Carolina Nigri Castanheira from the IVTU Emergency Fund for qualifying expenses.
ACTION: Consent

**MOTION/SECOND: Alex/Jennifer**
Motion to allocate $300 to Kelly Ka Wai Lam from the IVTU Emergency Fund for qualifying expenses.
ACTION: Consent

**MOTION/SECOND: Alex/Jennifer**
Motion to allocate $300 to Cristalyn Hernandez from the IVTU Emergency Fund for qualifying expenses.
ACTION: Consent

G. DISCUSSION ITEMS

a.

H. REMARKS

I. ADJOURNMENT

**MOTION/SECOND: Adam/Jennifer**
Motion to adjourn the meeting at 11:52pm.
ACTION: Consent