CALL TO ORDER by Sabina Menzhausen at 12:30pm

A. ATTENDANCE
   A-1. Roll Call

<table>
<thead>
<tr>
<th>Name</th>
<th>Note:</th>
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<tbody>
<tr>
<td>Sabina Menzhausen</td>
<td>Present</td>
<td>Alex Young</td>
<td>Present</td>
</tr>
<tr>
<td>Wei Wei</td>
<td>Present</td>
<td>Jennifer Vizzuett</td>
<td>Excused</td>
</tr>
<tr>
<td>Mark Beeson</td>
<td>Present</td>
<td>Jackson Tofft</td>
<td>Present</td>
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</tbody>
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Ice Breaker: What is your favorite store to get dress clothes?

A-2. Excused Absences
MOTION/SECOND: Alex/Mark
Motion to excuse Jennifer Vizzuett.
ACTION: Consent

A-3. Proxies

MOTION/SECOND:
Motion to bundle and accept all proxies for this meeting.
ACTION:

B. PUBLIC FORUM
   a.

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

   C-2. Member Reports
      a. Sabina
         i. Student Caseworking -- rocking and rolling
            1. First training session last Friday, next training session this Friday at 11am
            2. Shadowing began yesterday
            3. Created Google Drive with notes, training session recordings, and other resources for student caseworkers
a. [https://drive.google.com/drive/folders/1fKA9du50_wwsB_O9Qi85md.fueE1SPajg?usp=sharing](https://drive.google.com/drive/folders/1fKA9du50_wwsB_O9Qi85md.fueE1SPajg?usp=sharing)

ii. Met with Cindy and Anjum on Friday to follow-up on Emergency Fund consolidation
   1. Biggest hold up = students who have not yet submitted their hard copy receipts (admin places a hold on checks without receiving hard copy receipts)
   2. However, we were able to work out quite a few confusions/inconsistencies with students and their checks!
   3. DEADLINE: postmarked within 1 week of email being sent
      a. Have them reply and mention if check if on the way

iii. Met with SBTU member, Riley, and Jessy
   1. Helped create IV tenant needs survey

b. Alex
   i. Meeting tomorrow with Pegeen from IVRDP
   ii. Updated website with Caseworking and office hours of members
   iii. Emergency Fund
      1. Met with Cindy, Anjum and Jackson -- money from senate can be figured out between us and IVCC
      2. Email out to IVCC to set up a meeting
      3. Assuming all approved applicants are paid out, $64,022.53 in fund
   iv. Make up Trainings
   v. AS Strategic Vision Survey
      1. [https://www.surveymonkey.com/r/ASVISION-Fall2020](https://www.surveymonkey.com/r/ASVISION-Fall2020)

c. Wei
   i. Our budget for crisis and special projects are 3,000 and 15,000 this year, approximately 7,000 left.
   ii. Wifi project as a long run special project, and arrange the rest as grocery delivery and temporary housing.

d. Jennifer
   i. Filling out all the requisitions to be signed and approved
      1. Collecting addresses in order to have check mailed to people

e. Mark
   i. Spanish section of Covid-19 resources
   ii. In contact with Co-op for grocery project
   iii. Financial graphic with Hilary
   iv. Reddit AMA

f. Jackson
   i. Met with Cindy and Anjum about Emergency Fund

D. ACCEPTANCE of AGENDA

**MOTION/SECOND: Mark/Wei**

*Motion to accept today’s agenda.*

**ACTION: Consent**
E. ACCEPTANCE of MINUTES

MOTION/SECOND: Wei/Alex
Motion to approve the IVTU Internal Administration Committee minutes from 10/21/2020
ACTION: Consent

F. ACTION ITEMS

F-1. Working Group

MOTION/SECOND: 
Motion to
ACTION:

F-2. Old Business:

MOTION/SECOND: 
Motion to
ACTION:

F-3. New Business:

MOTION/SECOND: 
Motion to
ACTION:

G. DISCUSSION ITEMS

a. IVCC
   i. Senate gave us $30,000 originally
   ii. Option 1: keep ⅔, give ⅓
b. Remaining emergency funds… Now what?
   i. WiFi in the parks
      1. As a long term project (budgeting)
         a. Might not be feasible
      2. $600/mo x 12 = $7,200/year
         a. Through June = $3,600
      3. 2 parks: Little Acorn and Estero
      4. Just for school year (stepping stone for permanent WiFi later)
   ii. Grocery items/delivery reimbursements
      1. Sabina and Mark to meet and discuss application
      2. Edit original application
   iii. Temporary housing (for those exposed to/infected by COVID)
   iv. Timelines?
      1. Have everything up and running by Winter

H. REMARKS
I. ADJOURNMENT

MOTION/SECOND: Alex/Mark
Motion to adjourn the meeting at 12:56pm.
ACTION: Consent