



ISLA VISTA TENANTS UNION

INTERNAL ADMINISTRATION Ad Hoc COMMITTEE MINUTES

Associated Students

05/11/2020, 5:00 PM

Zoom Conference Call

CALL TO ORDER by Ryan Klun at 5:03pm

A. ATTENDANCE

A-1. Roll Call

| Name | Note: | Name | Note: |
|-------------------|---------|------|-------|
| Ryan Klun | Present | | |
| Alex Young | Present | | |
| Wei Wei | Present | | |
| Hayley Slater | Present | | |
| Sabina Menzhausen | Excused | | |
| | | | |
| | | | |

Ice Breaker:

A-2. Excused Absences

MOTION/SECOND: Alex/Hayley

Motion to excuse Sabina.

ACTION: Consent

A-3. Proxies

MOTION/SECOND:

Motion to accept

ACTION:

B. PUBLIC FORUM

a.

C. REPORTS

C-1. Advisor & Staff Reports

a. Rodney

- i. Met with Anjum to discuss requisition requirements
 1. They want application, receipts, the board meeting they were approved attached to requisition form
- ii.

C-2. Member Reports

a. Ryan

- i. Beloved Community
 1. Thursday
 2. Reaching out to restaurants for sticker usage over email

- ii. Caseworker Description
 - 1. Met with Humberto and Alex last week and made a few changes and updates to the description
 - 2. We met with Rodney earlier today
 - 3. Will meet with Robin on Thursday and hopefully we will meet with Diana soon too
- iii. Manual
 - 1. Updates to it are ongoing
 - 2. Meeting with Alex and Hayley on Thursday
 - 3. Goal: Finalize updates by board transition (May 19)
- iv. Honoraria? Banquet?

b. Alex

- i. Working on Manual
 - 1. Meeting on Thursday
 - 2. Working on legal code portion
- ii. Working on recruitment
 - 1. Had 3 meetings with people to get them to apply!
- iii. Sending out emails for receipts and answering questions on the IVTU email
- iv. Caseworker
 - 1. Met with Ryan and Humerto to discuss last week
 - 2. Met with Ryan Humberto and Rodney today!

c. Wei

- i. Translating the second part of Mandarin webpage

d. Hayley

- i. Recruitment
 - 1. Reaching out to people
 - 2. Vague responses
 - 3. Some applicants!

e. Sabina

- i. Recruitment
 - 1. Sent an email to the UCSB BLUM Center and the History Department to advertise IVTU recruitment for next year
- ii. Emergency Fund Applications
 - 1. Spoke with Rodney about downloaded individual applications for each accepted applicant that receives funding
 - a. Highlighted those applicants in green on this spreadsheet:
 - i. <https://docs.google.com/spreadsheets/d/1QfX87tAG-ceWgKO1sdKEE61IUCDA76dH299H9c4--Zk/edit?usp=sharing>
 - b. Also added a column to the spreadsheet with links to a PDF of the applicant's application
 - 2. Created a Google Drive folder with all individual applications of reimbursed applicants:
 - a. <https://drive.google.com/drive/u/2/folders/1REWEzEZN--oGuDKT79IHIEg8K57GbEK5>
 - b. Will add more applicants as more are reimbursed
- iii. Facebook

1. FB shoutouts this week: Kieran (Tuesday) and Sabina (Thursday)
2. Shared a post to our FB page about a Summer Housing Voucher for students taking summer classes
 - a. And added to our COVID-19 guide on our site under “Financial Relief”

D. ACCEPTANCE of AGENDA

MOTION/SECOND: Hayley/Alex

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 5/4/2020

ACTION: Consent

F. ACTION ITEMS

F-1. Working Group

MOTION/SECOND: Alex/Hayley

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: Wei/Alex

Motion to move out of a working group.

ACTION: Consent

F-2. Old Business:

MOTION/SECOND:

Motion to

ACTION:

F-3. New Business:

MOTION/SECOND: Hayley/Alex

Motion to conditionally approve 7 applicants for a total of up to \$2,100 of funding for rolling applications through 5/11/20 pending eligible receipts for up to \$300 per applicant.

ACTION: Consent

MOTION/SECOND: Hayley/Alex

Motion to allocate \$300 to Yi Tong Zhang from the IVTU Emergency Fund for qualifying expenses.

ACTION: Consent

MOTION/SECOND: Hayley/Alex

Motion to allocate \$300 to Ziheng Yan from the IVTU Emergency Fund for qualifying expenses.

ACTION: Consent

MOTION/SECOND: Hayley/Alex

Motion to allocate \$80.88 to Ann Tatulian from the IVTU Emergency Fund for qualifying expenses.

ACTION: Consent

MOTION/SECOND: Hayley/Alex

Motion to allocate \$300 to Martin Cabello from the IVTU Emergency Fund for qualifying expenses (Not approving receipt from O'Reilly Autoparts).

ACTION: Consent

MOTION/SECOND: Hayley/Alex

Motion to allocate \$49.92 to Yu Zhu from the IVTU Emergency Fund for qualifying expenses.

ACTION: Consent

MOTION/SECOND: Hayley/Alex

Motion to allocate \$300 to Eddie Lo from the IVTU Emergency Fund for qualifying expenses.

ACTION: Consent

MOTION/SECOND: Hayley/Alex

Motion to allocate \$300 to Da Li from the IVTU Emergency Fund for qualifying expenses.

ACTION: Consent

G. DISCUSSION ITEMS

- a. Recruitment: Please reach out to people and get us some applicants

H. REMARKS

I. ADJOURNMENT

MOTION/SECOND: Hayley/Wei

Motion to adjourn the meeting at 5:56PM.

ACTION: Consent