ISLA VISTA TENANTS UNION

INTERNAL ADMINISTRATION AD HOC COMMITTEE MINUTES

Associated Students

05/18/2020, 5:00 PM
Zoom Conference Call

CALL TO ORDER by Ryan Klun at *5:00pm*

A. ATTENDANCE
  A-1.   Roll Call

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

Ice Breaker: Favorite quarantine drink?

  A-2.   Excused Absences
  MOTION/SECOND:
  Motion to excuse
  ACTION:

  A-3.   Proxies
  MOTION/SECOND:
  Motion to accept
  ACTION:

B. PUBLIC FORUM
        a.

C. REPORTS
  C-1.   Advisor & Staff Reports
    a. Rodney
            i.
  C-2.   Member Reports
    a. Ryan
            i. Caseworker Description
                1. Met with Diana today
            ii. Manual
                1. Updates to it are ongoing
                2. Met with Alex and Hayley last Friday
                3. Goal: Finalize updates by board transition (May 19)
                4. Last steps finalizing it

  b. Alex
    i. Caseworker
      1. Met with Robin and Diana
      2. Hopefully will have the description ready in a week or so
    ii. Manual
      1. Almost done!
    iii. Legal Code
      1. Presenting to board tomorrow!
    iv. Transition Meetings
      1. Had transition meetings and exit interviews with everyone on board with Hayley
    v. Interviews
      1. Interviewing new applicants with Hayley before Tuesday meeting

  c. Wei
    i. Done with translation of mandrian part II

  d. Hayley
    i. Thank you all for meeting with me and Alex for transition interviews
    ii. Recruitment going well
    iii. If you are re-applying for the board write a speech
    iv. Keep working on transition binder documents

  e. Sabina
    i. Last FB shoutouts this week -- Elie and Humberto
    ii. Adding more translations to website
    iii. Transition binder
    iv. Photos for AS Awards -- submitted two today
      1. We should take a zoom group pic tomorrow (lol)
    v. Question: when does the Emergency Fund expire?
    vi. Rate My IV Rental: met with Sean, going to get updates soon
      1. Web Dev team is meeting to discuss

D. ACCEPTANCE of AGENDA

MOTION/SECOND: Sabina/Alex
Motion to accept today's agenda.
ACTION: Consent

E. ACCEPTANCE of MINUTES

MOTION/SECOND: Alex/Hayley
Motion to approve the IVTU Internal Administration Committee minutes from 5/11/2020
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: Sabina/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/Sabina
Motion to conditionally approve 3 applicants for a total of up to $900 of funding for rolling applications through 5/18/20 pending eligible receipts for up to $300 per applicant.
ACTION: Consent

MOTION/SECOND: Alex/Sabina
Motion to allocate $300 to Andrew Keller from the IVTU Emergency Fund for qualifying expenses.
ACTION: Consent

MOTION/SECOND: Alex/Sabina
Motion to allocate $300 to Olivia Consterdine from the IVTU Emergency Fund for qualifying expenses.
ACTION: Consent

MOTION/SECOND: Alex/Sabina
Motion to allocate $78.54 to Jessica Munoz Garcia from the IVTU Emergency Fund for qualifying expenses.
ACTION: Consent

MOTION/SECOND: Alex/Sabina
Motion to allocate $300 to Minsoo Kim from the IVTU Emergency Fund for qualifying expenses.
ACTION: Consent

MOTION/SECOND: Alex/Sabina
Motion to allocate $208.67 to Alexis Normis from the IVTU Emergency Fund for qualifying expenses.
ACTION: Consent

MOTION/SECOND: Alex/Sabina
Motion to allocate $246.05 to Monica Contreras from the IVTU Emergency Fund for qualifying expenses.
ACTION: Consent

G. DISCUSSION ITEMS

a. Discuss format of the form sent to people who did not specify how their situation is affected by COVID-19
b. Work on emails specifically about food needs and emergency relocation (non COVID-19 related)

H. REMARKS

I. ADJOURNMENT

> *MOTION/SECOND: Alex/Sabina*
> *Motion to adjourn the meeting at 5:58pm*
> *ACTION: Consent*