



## ISLA VISTA TENANTS UNION

### INTERNAL ADMINISTRATION AD HOC COMMITTEE MINUTES

Associated Students

04/06/2020, 5:00 PM

Zoom Conference Call

**CALL TO ORDER by Ryan Klun at 5:05pm**

#### **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:*

##### **A-2. Excused Absences**

*MOTION/SECOND:*

*Motion to excuse*

*ACTION:*

##### **A-3. Proxies**

*MOTION/SECOND:*

*Motion to accept*

*ACTION:*

#### **B. PUBLIC FORUM**

- a. Robin from LRC
  - i. Contracting for the future as IVTU caseworker
  - ii. Question whether to integrate Robin permanently or finding another full time, permanent caseworker
  - iii. Wolfe & Assoc. Data breach
    1. Have consumer rights similar to other data breaches
    2. Contact wolfe & assoc. About what they are doing to help protect tenants against identity theft
    3. Monitor unusual activity on credit reports to make sure no identity theft

#### **C. REPORTS**

##### **C-1. Advisor & Staff Reports**

###### **a. Rodney**

- i. Beloved Community is working on a coronavirus messaging campaign
  1. PSAs, social media, stickers

- ii. Working only Mondays and Tuesdays (15 hrs per week)
  - 1. Reduced hours until things are figured out with hiring

## **C-2. Member Reports**

### **a. Ryan**

- i. Ways to increase applications
  - 1. Free and for sale
  - 2. Email blast
- ii. Webinar with LRC
- iii. Beloved Community tomorrow
- iv. How we will continue IVTU administrative duties
- v. Plan for continuing the following duties
  - 1. Recruitment and transition for next year
  - 2. Website
  - 3. RatemyIVRental
  - 4. Community guide/welcome baskets
  - 5. Legal code changes
  - 6. Robin/caseworker
  - 7. Projects for student staff
  - 8. Financials
  - 9. Webinar with LRC

### **b. Alex**

- i. Onboarding
  - 1. Met with Kieran to talk about position
    - a. He is interested in Advocacy Com
    - b. Got him set up with SBCC RD email
  - 2. Met with Elie, Christian and Shannon about EVPLA position
  - 3. Working on setting up Humberto with an IVTU email account
  - 4. Updated manual to have new members
    - a. In red until manual changes are approved by board
- ii. Manual
  - 1. Will be taking up working on improving our manual
- iii. COLA
  - 1. Heard back from UCSB 4 COLA
  - 2. Happy to help us with anything that we need help with
  - 3. I told them publicity
- iv. Caseworker Contract
  - 1. <https://drive.google.com/file/d/1KSHOley-dAy-dPh33KHhy4KlnyF5Klg1/view?usp=sharing>
  - 2. Certain specific hours for administrative work?
  - 3. More on advocacy?

### **c. Wei**

- i.

### **d. Hayley**

- i.

### **e. Sabina**

- i. Website
  - 1. Moving COVID-19 resource guide online:
    - <https://ivtu.as.ucsb.edu/covid-19-resources/>
    - a. Removing outdated information from guide
    - b. Need updates for:
      - i. Food distribution
      - ii. Storage and travel
      - iii. Internet and computer access
      - iv. (Project for education subcommittee?)
  - 2. News and Advocacy page -- what to include?
  - 3. Board member and staff bios / features on FB
    - a. Rodney and Robin
    - b. Potential questions: (open to suggestions!)
      - i. Hometown
      - ii. Major/year
      - iii. Favorite IV restaurant
      - iv. 2-3 sentences “about me” (i.e. why you’re in IVTU, hobbies, other background info)
      - v. Photo
    - c. Can I add our three new board members?
- ii. Rate My IV Rental
  - 1. Spoke with Sean -- putting it on the back burner for the next few weeks until things settle
  - 2. Not much we can do on our part right now

## **D. ACCEPTANCE of AGENDA**

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

## **E. ACCEPTANCE of MINUTES**

*MOTION/SECOND: Sabina/Hayley*  
*Motion to approve the IVTU Internal Administration Committee minutes from 3/30/2020*  
*ACTION: Consent*

## **F. ACTION ITEMS**

### **F-1. Working Group**

*MOTION/SECOND: Alex/Sabina*  
*Motion to move into a working group.*  
*ACTION: Consent*

The committee worked on the approval of applications for third-wave funding from the Emergency Fund.

*MOTION/SECOND: Alex/Sabina*  
*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 5 applicants for a total of \$1500 of funding for third wave applications through 4/5/20 pending eligible receipts for up to \$300 per applicant.*

*ACTION: Consent*

## **G. DISCUSSION ITEMS**

### **a. Duties**

- i. Ryan - manual, webinar
- ii. Alex - Updating Manual and Legal Code
- iii. Hayley - Recruitment, transition binders, welcome packets, manual
- iv. Sabina - ratemyivrental, website
- v. Wei - Financials, community fund, translating

## **H. REMARKS**

## **I. ADJOURNMENT**

*MOTION/SECOND: Hayley/Wei*

*Motion to adjourn the meeting at 6:37pm*

*ACTION: Consent*