



ISLA VISTA TENANTS UNION

INTERNAL ADMINISTRATION AD HOC COMMITTEE MINUTES

Associated Students

10/21/2020, 12:45 PM

Zoom Conference Call

CALL TO ORDER by Sabina Menzhausen at 12:45pm

A. ATTENDANCE

A-1. Roll Call

Name	Note:	Name	Note:
Sabina Menzhausen	Present		
Alex Young	Excused		
Wei Wei	Excused		
Jennifer Vizzuett	Present		
Mark Beeson	Present		
Jackson Tofft	Present		
Jessy Gonzalez	Present		

Ice Breaker:

A-2. Excused Absences

MOTION/SECOND: Mark/Jackson

Motion to excuse Alex Young and Wei Wei.

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. No report

C-2. Member Reports

a. Sabina

- i. Thank you, Jen, for organizing and hosting our retreat!
- ii. Blast email
 1. Should be sent out tomorrow
- iii. Website updates
 1. SASA

- a. Working on a list of FAQs this week
 - b. Next week: will work on answering FAQs, cross-check answers with Ron
 - c. Should add new tab on website with SASA resources
 - 2. Jessy's work
 - a. Integrating that into our already existing site
 - iv. Emergency Fund money
 - 1. Did we work this out with Senate (i.e. determining how much we have left?)
 - 2. Reached out to Cindy and Anjum last Friday in an attempt to consolidate any remaining applications/checks
 - a. Will follow-up this Friday
 - v. Student caseworking
 - 1. Sending a GroupMe today with details
 - 2. First training will be this Friday!! (Will send out a poll for times)
 - a. Training with Robin
 - b. Shadowing with Ron
- b. Alex**
- i.
- c. Wei**
- i.
- d. Jennifer**
- i. Retreat on Friday
 - 1. Send in GrubHub receipts!
 - 2. Compiling goals -- send your notes to Jen if you haven't already
- e. Mark**
- i. Met with Jessy on Friday to talk about website goals
 - ii. Caseworking
- f. Jackson**
- i. Emergency Funds update
 - 1. Meeting with them this week to discuss
 - 2. Possible to recover some funds(?)
- g. Jessy**
- i. Met with Mark about website
 - 1. Revamping pages -- more graphic design, icons, colors
 - 2. Efficiency
 - a. Homepage: question feature, icons for easy clicking, general facts along bottom, photos

D. ACCEPTANCE of AGENDA

MOTION/SECOND: Mark/Jen

Motion to accept today's agenda.

ACTION: Consent

E. ACCEPTANCE of MINUTES

MOTION/SECOND: Mark/Jen

Motion to approve the IVTU Internal Administration Committee minutes from 10/14/2020

ACTION: Consent

F. ACTION ITEMS

F-1. Working Group

MOTION/SECOND:

Motion to move into a working group.

ACTION:

MOTION/SECOND:

Motion to move out of a working group.

ACTION:

F-2. Old Business:

MOTION/SECOND:

Motion to

ACTION:

F-3. New Business:

MOTION/SECOND:

Motion to

ACTION:

G. DISCUSSION ITEMS

- a.** Website additions: planning + timeline

H. REMARKS

I. ADJOURNMENT

MOTION/SECOND: Mark/Jen

Motion to adjourn the meeting at 1:04pm.

ACTION: Consent