**Living History Project Minutes**

## Associated Students

DATE: 4/06/2020

LOCATION: Remote Meeting Minutes/Actions recorded by: Frances Woo

**CALL TO ORDER:** 4:02pm by Frances Woo, Chair

**A) MEETING BUSINESS**

**A-1.** Roll Call

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Note:**  absent (excused/not excused)  arrived late (time)  departed early (time)  proxy (full name) | **Name** | **Note:**  absent (excused/not excused)  arrived late (time)  departed early (time)  proxy (full name) |
| Frances Woo | **x** |  |  |
| Abbey Irondistan | **x** |  |  |
| Alexandra Leal Silva | **x** |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**A-2. Acceptance of Excused Absences**

***MOTION/SECOND****: Last Name/Last Name*

***Motion Language:*** *SAMPLE MOTION LANGUAGE*

***ACTION****: Vote: X-X to APPROVE/DENY.*

Attendance: 3

**A-3. Acceptance of Proxies**

**B. PUBLIC FORUM/OPEN FORUM**

**C. REPORTS**

**C-1.**  **Advisor’s Report**

**C-2.**  **Chair Report**

1. Honoraria Status:
   1. Must prove individuals remotely fulfilled honoraria requirements according to legal code guidelines
      1. *Duties of the Researchers:*
         1. *1) Conduct one (1) research assignment per quarter*
         2. *2) Attend all general member meetings. Absences will be excused for valid family, medical, academic, and personal conflicts at the discretion of the Chair*
         3. *3) Adhere to the established research article deadlines*
   2. Did everyone receive checks from last quarter?
2. Remote General Meetings
   1. Promotion schedule for General Meetings
   2. Research Assignment → Social Media formatting
   3. *Postpone first general meeting*
      1. *Create new meeting structure date*
3. Hiring New Positions:
   1. Vice-Chair
   2. Social Media/Marketing Coordinator
   3. Internal Student Coordinator
   4. External Student Coordinator
      1. Coordinating with Kendra?
      2. Create job descriptions
   5. *Email COC and ask them about the procedure*
4. Future Quarter Structure
   1. Group research assignments
      1. 3 per group
      2. Allows research to be split up more effectively
   2. Topic Selection Process

**C-3.**  **Vice-Chair Report**

1. Emailed Kendra, have not heard anything but will touch base again
2. Beloved Communities meeting → April 7, 1:30 PM
   1. Rodney will send the zoom invitation
   2. Online messaging campaign - talking about action plans around coronavirus
3. Meeting with Daisy and Des @ 3

**C-4.**  **Social Media/Marketing Coordinator Report**

1. First meeting -- graphic created
   1. RSVP [link](https://tinyurl.com/LHPSpring2020)
2. Other social media campaigns
   1. Personal videos from researchers?
3. Interactive timeline for website
4. Social Media:
   1. Other orgs reposting → boost
5. FOUND MAHADER’s BOX IN AS ANNEX.

**C-5.**  **Internal Student Coordinator Report**

1. Remote General Meeting Structure
   1. Article → Social Media Submissions (options)
   2. [Social Media Submission Guidelines](https://docs.google.com/document/d/1e4cHDBDL9R2DmnPwRUluGTkStZIU_3xjY86Iq8CcM8E/edit?usp=sharing)
      1. *Would give us a surplus of content to hold over during Summer*
      2. *Have them come up with social media response questions?*
   3. Remote Honoraria Guidelines
      1. $100 - 4/5 social media snippets?
      2. $200 - 8/10 social media snippets?
         1. *Adjust for different meeting times*
      3. Including additional resources + writing; dependent on amount of work that goes into researching
      4. New Requirement - GM’s have to share on social media
   4. Give option of continuing research remotely or creating social media submissions (alternatively)
2. Topic Selections:
   1. Themes researched by general members
      1. Must have relevance to this quarter
   2. Grad student organizing
   3. Organizing in the era of COVID-19
   4. Approve topic selections during team meetings
3. Podcast Platform:
   1. Get in touch with Lisa
   2. Purchasing Podcast platforms?
4. Website
   1. Compiling submitted answers and publishing under the section of website (from social media interactions?)
   2. (brainstorm new section + section organization)
5. Meeting Activity Ideas:
   1. Old Documentary Screenings

**C-6.**  **External Student Coordinator Report**

1. MCC Presentations:
   1. Outreach to student organizations
   2. Research more topic-specific items

**C-7. Group Project/Member Report(s)**

**D. ACCEPTANCE of AGENDA/CHANGES to AGENDA**

**E. CONSENT ITEMS**

1. **Approval of our Action Summary/Minutes from:**

**E. ACTION ITEMS**

*These are generally financial approvals.*

**E-1. Old Business**

1. **Brief description and dates item continued from agenda**

*MOTION/SECOND: Last Name/Last Name*

*Motion Language*

*ACTION: Vote: X-X to APPROVE/DENY.*

*Advisor/Staff Instruction/Request: INSERT if APPLICABLE*

*Responsible for Follow-through: NAME of PERSON/GROUP/N/A*

*Additional approval required: YES (Finance and Business Committee or Senate?)/NO*

**E-2. New Business**

1. **Brief description from agenda**

*MOTION/SECOND: Last Name/Last Name*

*Motion Language*

*ACTION: Vote: X-X to APPROVE/DENY.*

*Advisor/Staff Instruction/Request: INSERT if APPLICABLE*

*Responsible for Follow-through: NAME of PERSON/GROUP/N/A*

*Additional approval required: YES (Finance and Business Committee or Senate?)/NO*

**F. DISCUSSION/REMARKS**

**F-1. 2020-2021 Hiring Process**

1. Get in contact with COC and advisor

**F-2. Remote Meeting Activities**

1. Brainstorm more bonding, research, and social media activities

**F-3. Student Engagement**

1. Get in touch with Project S.T.A.N.D. Student Engagement Committee; ask what their position/standing is with students/student engagement

ADJOURNMENT

*MOTION/SECOND TO ADJOURN MEETING: Woo/Irondistan*

*Adjourned at 4:58pm*