**Living History Project Minutes**

## Associated Students

DATE: 4/13/2020

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

**CALL TO ORDER:** 4:06pm 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 |  **absent**  |  |   |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

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

***MOTION/SECOND****: Woo/Irondistan*

***Motion Language:*** *Motion to excuse absence.*

***ACTION****: Vote: 2-0 to APPROVE.*

Attendance: 2

**A-3. Acceptance of Proxies**

**B. PUBLIC FORUM/OPEN FORUM**

**C. REPORTS**

**C-1.**  **Advisor’s Report**

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

1. Wage / Honoraria:
	1. Discussion:
		1.

*MOTION/SECOND: Woo/Irondistan*

*Motion to change payment of LHP Student Coordinators from hourly wages to honoraria during Fall Quarter 2021*

*ACTION: Vote: 2-0 to APPROVE.*

*Advisor/Staff Instruction/Request:*

*Responsible for Follow-through: Frances Woo*

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

1. COC Hiring:
	1. Notify Maryam so she can move forward with hiring process
2. Begin payment transition process
	1. Notify Holly/Diane

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

1. Send out meeting reminders/recaps to GMs

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

1. Continue marketing first GM

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

1. [General Meeting Outline](https://docs.google.com/document/d/15mo-qcaJcRHElpWlK6PWICaSPGkn4UISTk597yEi8do/edit?usp=sharing)
	1. Future Quarter Structure
		1. Public History Professor (IV History) - helpful for timeline
			1. Future Quarter presentation/guest lecture
	2. Remote Quarter Structure
	3. Asking about old articles
		1. Grad Student Organizing Article
			1. Unionization - 1998

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

1. Podcast Interviews
	1. Grad Student interviews?
	2. Buy RSS feed (allows it to be on website/streaming site)

**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. Change payment system

**F-2. Remote Meeting Activities**

1. Solidify General Meeting schedule

ADJOURNMENT

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

*Adjourned at 4:55pm*