**Living History Project MINUTES**

## Associated Students

DATE: 5/22/20

LOCATION: AS Annex Minutes/Actions recorded by: Frances Woo

**CALL TO ORDER:** 11:00am 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/Irodistan*

***Motion Language:*** *Excuse Absence*

***ACTION****: Vote: 3-0 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. Transcription Service
	1. AS Credit Card
	2. Sonix account
	3. Fill out a requisition for expense (moving online), submit it, and get Holly to authorize payment
	4. Pay out of pocket (around 2 weeks before checks are ready; fronting for at least)
		1. Itemized Receipt
2. Teach-In with Strike University
	1. *Friday, June 5th, 2-3pm*
	2. RSVP system?
		1. Gage how many people will come
	3. Can make graphics if needed; AS graphic designers
3. AS/BCU Questions:
	1. Transition from Wage → Honoraria
		1. Ensuring positions can earn Honoraria; apply for honoraria
		2. Ask Lily how the wage-earning position would conflict
		3. Wage-earning until July (Abbey/Alex); Wage-earning through Session B
		4. Chairs/Vice-Chairs - $350; others - $200
	2. Spring Honoraria info
		1. Honoraria applications sent out by the end of today (Friday); sends out via email
		2. Chair evaluation + recommendation for Honoraria board
	3. Transcription reimbursement - online requisition form; fill everything out at once; meeting date where you approved expense; print to pdf (downloading - deletes); send to authorized signers; have account number ready
	4. COC Hiring Process End Date - *Frances*
4. Podcasts:
	1. Missed podcast on Wednesday :(
	2. Podcasting 101 - Friday, May 29th, 6-7pm - *Frances*
	3. [Page 8](https://mcc.sa.ucsb.edu/events/spring-2020)
5. Transition to Slack
	1. Invite to channel; share LHP folder
	2. asilva@as.ucsb.edu
6. Daisy Appreciation:
	1. Record a “Good-bye” at next general meeting

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

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

1. Solid Deadline for COC hiring
2. Timeline Promotion:
	1. Working on social media timeline
	2. More in-depth social presence
		1. Linktree → potentially a way to link pics to website/articles/research from this quarter
		2. Linkinbio

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

1. Worked with Jillian on presentation
2. Presentation Format:
	1. Historical timeline; Analysis/overview Points (UC as a business; inner workings of union); Discussion questions

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

**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**

**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*

*Comment: yeah, I like it*

**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**

ADJOURNMENT

*MOTION/SECOND TO ADJOURN MEETING:*

*Adjourned at 11:36am*