

**ALFSS Board Summer Retreat Meeting Minutes**

**Monday, July 22, 2024**

**12:00 p.m. – 4:00 p.m.**

**Location: SUS 202**

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| 1. **Call to Order**    1. 12:05pm 2. **Approval of Agenda**    1. Motion AV    2. 2nd by ES    3. Motion to amend by MB to table V.G.I       1. 2nd by ICL, no additional amendments, all approved 3. **Introductions**     1. Name, Dept., Years with ALFSS/CSUSB    2. Ice Breaker 4. **Old Business *(Open Discussion)***    1. No old business to discuss 5. **New Business**    1. **By-laws Discussion *(Pamela)***       1. Identifying a committee to review the by-laws          1. Open changes to memberships          2. Interest list: Monica Baeza, Amber Adams, Pamela De La Torre, Aurora Vilchis, Brianna Deadman       2. Governing board to review by-laws    2. **Budget Overview *(Ericka)***       1. Budget totals 2024-25          1. Scholarship             1. LY allotted 10 scholarships in the amount of $1,000             2. Balance of $7,282.11 in scholarship line          2. Trust account for programming has $54,239.59          3. Donations for calavera, etc. Has $22,489.12             1. Can move to scholarship line to support student scholarships          4. No state-side funds          5. Monthly financial updates at general meetings       2. Scholarship Allotment          1. Goal to give away 10- $1,000 scholarships       3. Fundraising Fund Goals          1. AV motion to have fundraising goal of $10k fundraising to give 10- $1,000 scholarships             1. 2nd by ES             2. Motion passes    3. **Website Content Review & Update *(E-Board)***       1. Logo update          1. PD- Motion to table to by-laws ad hoc committee             1. 2nd ES             2. Motion passes       2. Website content update          1. Need more current photos          2. Targeting new staff          3. Update to current year and information          4. Marketing director to revise website content    4. **Academic Year Projects *(E-Board)***       1. Position Guide          1. To support new board members, the governing board will create a guide to help incoming positions with job knowledge and duties.       2. By-laws Revision/Update          1. See details above          2. Implementing an ad hoc committee to review bylaws    5. **MS Teams & Google Drive *(E-Board)***       1. *MB- Motion to table to Governing Board meeting*           1. *2nd IC*          2. *Motion passes*    6. **Proposed Meeting Times *(E-Board)***       1. General Meeting       2. Every 3rd Wednesday, 12-1pm, PL 4005- hybrid       3. Date passes by consensus       4. Governing Board Meeting       5. Every 2nd Thursday, 11:30am-1pm, SUS 202       6. Date passes    7. **Discussion Topics *(E-Board)***       1. Canva Pro subscriptions          1. Tabled to Governing Board Meeting for discussion       2. Newsletter Platform          1. *PB- Motion to table to Governing Board meeting*              1. *2nd MB*             2. *Motion passes*       3. Ad Hoc Committees          1. By-laws committee          2. Name rebranding committee          3. Event committees (see calendar below)          4. Website committee             1. Include student    8. **Academic Year Event & Fundraising Calendar *(E-Board)***       1. Fall ‘24          1. Bienvenida (Off Campus at Escape Craft Brewery)             1. Discuss hosting on or off campus.             2. Proposal of three locations: 1. Off campus at Escape 2. On campus only 3. Two separate events: one on campus as welcome and one at Escape for fundraiser.   Option 3 for two separate events passed   * + - * 1. Date: Wednesday, August 28 from 11:30am- 1:30pm in SUS Events Center         2. Chair: TBD       1. Escape Loteria/ Bingo Fundraiser          1. Date: Monday, September 9 at 7pm at Nevada St. Escape Brewery          2. Chair: Aurora       2. HHM Event(s)          1. ALFSS Scholarship and Legacy Lunch   Rebrand and expand:  Award Types  Tamal Legacy award  Distinguished community member  Latinx(e) Excelencia Estudiantil  Allyship  Scholarship Recognition  Co-chairs: Aurora and Pamela  Date: Tuesday, October 8, 12-2pm, SUN Conference Center   * + - * 1. Additional proposed programs   Latina authors discussion  Vendor fair with local Latina/o vendors   * + - 1. DDLM & Calaveras Auction          1. Recommend LM to host as a collab with ALFSS and CCC. November 7 on Library Lawn   Requesting budget breakdown of calaveras income   * + - * 1. M-F does not work for DDLM ALFSS chair         2. Date: Saturday, November 2         3. Chair: Iwona         4. Committee interest: Guillermo, Aurora, Amber, Lorena       1. Fall Latinx Grad          1. Date: Saturday, December 7, 10am, SUN Conference Center          2. Bring discussion of having/ not having at August general meeting       2. Social Media Campaign(s)       3. LGBTQ+ History       4. Native/Indigenous Heritage       5. Black History     1. Spring ‘25        1. Social Media Campaign(s)           1. Scholarship applications           2. Women’s History: Mujeres Mondays in March (Other ideas?)           3. APIDA Heritage           4. Arab American Heritage           5. PD- Motion to table Social media campaigns for board meeting.   2nd IC  Motion passes   * + - 1. PDC Latinx Grad          1. Work with PDC on availability          2. Continue discussion about hosting event       2. Spring Latinx Grad          1. Saturday, May 10, Arena          2. Time TBD     1. Fundraising Ideas        1. Fall ‘24           1. T-shirt sales   DDLM t-shirts (red)  Chair- Aurora   * + - * 1. Pupusa Fundraiser   Date: Thursday, October 17, 11:30am, Library Lawn  Chair- Monica   * + - * 1. Wreath Sales   No interest of leads   * + - * 1. Crowd Funder   Chair needed   * + - 1. Spring ‘25          1. Bowling          2. Cookie Co.          3. 5k Run/Walk   Keep on campus  Co-chairs- Brianna, Iwona, Liliana   * + - * 1. PD- Motion to table to next meeting   2nd MB  Motion passes   * 1. **Membership**      1. Campaign and goals for the year      2. Membership fee structure review         1. PD- Motion to table Membership as 1st agenda item topic at governing board meeting            1. 2nd BD            2. Motion passed  1. **Open Discussion**     1. No items for open discussion 2. **Adjournment**     1. PD- Motion to adjourn meeting at 4pm       1. 2nd IC       2. Motion passes | **Action Items:**  **PD-** Give AA Drupal access to ALFSS webpage  **AA-** Create a-frame to stand outside of the library and flyers  **AA-** leading the website committee  **PD-** Reach out to BFSSA regarding Spring cultural grads  **BD-** Check payroll deduction form. Issues with online form. |