



# Minutes of the Executive Council Meeting

*Tuesday, November 29, 2016*

*11am to 1pm*



## **I. Call to Order**

Jake Roes called the meeting to order on Tuesday, November 29, 2016 at 11:05am.

## **II. Members in Attendance**

Jake Roes, Cameron Campbell, Makana Arkaki, John Shaw, Lily James, Luke Rahn, Marissa Gardner, Mireya Villanueva, Roxana Ahmadifard, April Vance, and Paz Clearwater

## **III. Members not in Attendance**

Tom Holtslander

## **IV. Guests in Attendance**

None

## **V. Adoption of Agenda**

Cameron Campbell moved to adopt the agenda, Luke Rahn seconded the motion. All were in favor, none were opposed and none abstained; the motion passed unanimously.

## **VI. Adoption of Minutes**

Cameron Campbell moved to adopt the minutes from November 8, 2016, Makana Arkaki seconded the motion. All were in favor, none were opposed and none abstained; the motion passed unanimously.

## **VII. Guest Presentations**

None

## **VIII. Round Table Reports**

- **John Shaw-** John has created the marketing materials for the upcoming Relaxation Day. A QR code has been added to marketing collateral, and posters for the upcoming Dodgeball Tournament have been emailed to the ASLCC for approval. Marketing for Family Cultural Night will be completed next, and hopefully added to the banner outside the Student Center for next quarter.
- **Mireya Villanueva-** Mireya shared with the council that she will not be returning for Winter Quarter.

- **Lily James-** Lily brought a club fund application submitted from the Science Fiction Club with a request of \$200 to be used on lights and candy for a holiday parade float to promote NanoCon. All were opposed and the request was denied. It was decided the float did not benefit the overall student population and the Science Fiction club could use their fundraising funds to purchase supplies. Leftover candy from Harvest Fest will be given to the Science Fiction club.
- **Marissa Gardner-** Marissa has been working on collecting applications for the tree donation. 16 trees were purchased, and 18 applications have been submitted thus far. More trees will be purchased to accommodate the surplus applications. Marissa has assigned cultural areas to each council member for Family Cultural Night in January.
- **Jake Roes-** Jake has been coordinating the marketing posters with John and completing the application packets for the Dodgeball Tournament. Jake recently attended a board meeting and delegated council member John Shaw to sit on the Safety Committee and Luke Rahn to sit on the Bias Response Committee.
- **Makana Arakaki-** Makana worked on decorating trees for the tree donation and is working on the fitness challenge. Prizes and marketing materials are being coordinated for the challenge.
- **Luke Rahn-** Luke finished the bylaw edits and office guidelines including the addition of Safety Committee and Bias Response responsibilities. Edited bylaws will be ran by an attorney for clarity and formatting.
- **Cameron Campbell-** Cameron created an LCC branded QR code to be used for marketing student governments. Supplies have also been acquired for the Martin Luther King celebration in January. The MLK dream boards that will be crowdsourced on campus will be displayed in the ASLCC room after the MLK event. Cameron has begun to edit the ASLCC Canvas course that will be used to promote events.

## **IX. Unfinished Business**

None

## **X. New Business**

- **Roxana Ahmadifard-** The Red Cross has made contact about the next blood drive. Early May would be a good time to hold the drive. Roxana asked that each council member review the current bylaw edits and email her by 5pm today with their changes or approval. The importance of proper event promotion were reinforced, including the reintroduction of the banner signage outside the Student Center.

- **Paz Clearwater-** Paz introduced a modified version of the event planning forms that were previously used for events. This will become the standard for event planning and tracking. This packet includes an event planning form for planning dates, times, locations, marketing plans, budgets, and staffing duties. A second form will act as a run-of-show for each event to ensure everyone is aware of their shifts and duties on the day of. Finally, the packet will include an event debrief form that will allow council members the time to reflect on what worked and what did not for past events.

**XI. Announcements**

None

**XII. LCC Committee Reports**

None

**XIII. ASLCC Committee Reports**

None

**XIV. Adjournment**

Jake Roes moved to adjourn the meeting at 12:29pm. Cameron Campbell seconded the motion. All were in favor, none were opposed and none abstained; the motion passed unanimously.