



MINUTES A.S.O.

Meeting Date: November 27th, 2018

I. Call to Order: A meeting of the Associated Student Organization was held at Los Angeles Mission College, Sylmar, CA, on **November 27th, 2018** in the ASO Conference Room #2. The meeting convened at **5:06 PM**.

II. Quorum: 7/8

Executive Board:

- President, Beatriz Espinoza
- Vice President, Victoria Pfau
- Treasurer, Christopher Martinez
- Executive Administrator, Briana Garnica (Walked in at 5:17pm)
- Parliamentarian, Zara Cohen

Senators:

- Social Activities,
- Publications,
- Recruitment,
- Fundraising,
- Marketing,
- Educational Services,
- Technology,
- Political Affairs,
- Community Relations,
- Security Services,
- Athletics,
- Historian,
- Administration, Madison Pfau
- Health, Whitney Gates (Walked in at 5:17pm)
- Accessibility, Hassan Walukonde

Advisor:

Robert Crossley, ASO Advisor

Treasurer moved to recess until 5:12
Seconded, passed unanimously

Meeting called back from recess at 5:17

Treasurer moved to table minutes approval until after committee reports
Seconded, passed unanimously

Treasurer moved to discuss Pacoima Holiday Parade before committee reports
Motion seconded, passed unanimously

Vice President moves to resume official business
Motion seconded, passed unanimously

III. Review and Approval of Minutes

- Vice President moves to approve the minutes for November 6, 2018
 - Motion made and seconded passed unanimously
- Vice President moves to approve the minutes for November 13, 2018
 - Motion made and seconded passed unanimously

IV. Open Forum:

- Opened: 5:20 pm
- Closed: 5:21 pm

V. Officer, Advisor, President Report:

- **Robert Crossley, ASO Advisor:**
 - IT wants all ASO/Club emails to come from the ASO Advisor
 - UCLA Mobile Eye Clinic--- ASO Support (free eye exams)
 - Friday November 30th attending Guided Pathways workshop at LA Pierce
 - Out of office for the holidays December 14th- January 4th - Will return to the office January 7th
 - Status check for t-shirts
 - Charger warranty
 - December 4th lasting meeting of fall semester

- **Beatriz Espinoza, President:**
 - Held Office Hours

- **Victoria Pfau, Vice President:**
 - Held office hours
 - Held special ICC meeting
 - Chaired the Operation Mission Gratitude committee meeting on Wednesday
 - Submitted the event application for our donation drive
 - Created Donation Drive Volunteer Schedule
 - Emailed professors asking them to donate to Operation Mission Gratitude, asked other ASO members to do the same
 - Attended Student Support Services shared governance committee meeting
 - Met with Alejandro to discuss marketing Operation Mission Gratitude today

 - **Christopher Martinez, Treasurer:**
 - Attended Operation Mission Gratitude Meeting
 - Checked storage room for wrapping paper, no wrapping paper was found
 - Found a Santa outfit that can be worn on day of Operation Mission Gratitude

- **Briana Garnica, Executive Administrator:**
 - Held office hours
 - Sent out emails

- **Zara Cohen, Parliamentarian:**
 - Held Office Hours
 - Volunteered with the food pantry
 - Started emailing the faculty about Operation Mission Gratitude

- **Hassan Waalukonde, Accessibility Senator:**
 - Held office hours

- **Whitney Gates, Health Senator**
 - Held Office Hours

- **Madison Pfau, Administration Senator**
 - Held Office Hours

VI. Standing Items:

- **Appointment of E-board/Senators Confirmation (Oath):**

- **Club Charter/Status:**

VII. Committees:

- **ASO Marketing Committee**
 - **Chair: Briana Garnica**
 - **Co-Chair: Christopher Martinez**
 - **Student Representative: Hassan Walukonde**
 - Website Ideas
 - Coffee with ASO

- **Operation Mission Gratitude**
 - **Briana Garnica** stepped down as chair due to personal reasons

- **Chair: Victoria Pfau**
- **Co-Chair: Christopher Martinez**
- **Student Representative: Hassan Walukonde**
 - Sylmar neighborhood council is offering their space to host Operation Mission Gratitude
- **Guided Pathways**
 - Student Resource Co-chair Student Rep
 - Joanna Meza
 - No new information was provided

VIII. New Business

- **ICC Holiday Potluck**
 - Will take place Tuesday December 4th from 2-3pm
- **Cinco de Mayo**
 - Zara introduced Batista UCLA Professor to possibly have an event on campus
 - Will provide more information once she gets in contact with the Professor.
- **Holocaust Remembrance Day**
 - Museum of Tolerance on January 27th
 - Parliamentarian moves to allocate \$100 to the cost of the trip to the museum
 - Motion seconded, passed unanimously

IX. Old Business

- **ASO Supplies**
 - None
- **ASO Merchandise**
 - None
- **CMS Building**
 - Requested by Mr. Crossley to reach out to the student regarding the places where students may study in the CMB building
- **Pacoima Holiday Parade**
 - Wendy from Outreach came to speak about the Pacoima Holiday Parade
 - A flyer will be sent out to all clubs regarding the event
- **Shared Governance Committee**
 - Victoria Pfau attended her governance committee
- **California Wildlife Relief**
 - \$259 will be given to the American Red Cross & California Community Foundation
- **ASO Retreat**
 - Debating on where the location for the ASO retreat will be...
 - Skydiving
 - Bowling
 - BBQ
 - Ice Skating
 - ASO will be meeting the 1st, 3rd, and 5th week beginning in January
- **Accessibility Resolution**
 - Conference Call with Student Trustee Kellie

X. Announcements:

- ICC Meeting will be held on December 4th
- Last ASO meeting will be held on December 4th
- Elevator in the AMP Building not working
- Internet not working on certain parts of campus

XI. Adjournment:

- Treasurer moves to adjourn the meeting at 6:43pm. Motion seconded, passed unanimously.

President, Beatriz Espinoza
LAMC Associated Student Organization
(Date of Approval)

Executive Administrator, Briana Garnica LAMC Associated Student Organization **(Date of Approval)**