ASI Executive Committee 24/25
Illeana Carmona Chavez
Chair and Chief of Staff

Octavio Martinez
President & CEO
Vice Chair

Ashley Lizarraga
Vice President of Finance & Operations

Elaine Pollard
Vice President of Student & University Affairs

Advisors
Annie Macias
Executive Director

Ashley Fennell
Associate Executive Director

ASSOCIATED STUDENTS, INC.
CAL STATE SAN MARCOS

ASI Executive Committee Agenda Special Meeting 25 - 05
October 10th, 2024, at 9:00am
ASI Conference Room USU 3700
Posted: October 7, 2024

ITEM	SUBJECT	PRESENTER
01	**Call to Order** The meeting was called to order at 9:03am	Illeana Carmona Chavez Chair and Chief of Staff
02	**Roll Call** Present: Octavio, Elaine, Ashley L, Ashley F, Annie Tardy: Illeana	Illeana Carmona Chavez Chair and Chief of Staff
03	**Recognition of Guests** Trent Borger, Media & Communications Coordinator	Illeana Carmona Chavez Chair and Chief of Staff
04 Action	**Approval of Agenda** No edits Will of the Chair	Illeana Carmona Chavez Chair and Chief of Staff
05 Action	**Approval of Minutes** Ashley F – add will of the chair Annie – add $ and cents to Elaine motioned 2nd – Ashley L None opposed Motion Carries	Illeana Carmona Chavez Chair and Chief of Staff
06 Information	**Open Forum** **None**	Illeana Carmona Chavez Chair and Chief of Staff
07 Action	**Approval of ASI 24/25 Giving Day Fund** **Description:** Review recommendation of ASI Cougar Pantry to be selected fund for ASI Giving Day efforts. **Fiscal Impact:** None Trent discussed options for selecting and promoting CP for Giving Day fundraising; Suggested the angle for this year be the continued growth of the pantry and the resources for student parents that the CP has; Also wanting to interview and talk with students about what they feel the pantry needs to continue and better serve students; MCT is proposing to do multiple niche videos for specific purposes rather than one large general video; Mentioned that SEF will still be an option to donate for but MCT will not do as much promo for that fund Trent mentioned that showing the process of how the food arrives to the pantry, how items are purchased versus donated, etc.	Trent Borger Media and Communications Coordinator Associated Students, Inc. Ashley Fennell Associate Executive Director Associated Students, Inc.

	Ashley L – Are we allowed to post flyers on residences to help fundraise? Ashley F mentioned that perhaps email would be more eco-friendly Elaine motioned to approve 2nd – Ashley L None opposed Motion Carries	
08 Action	**Headliner Advisory Team (HAT) guidelines updates** **Description:** Creation of documentation of HAT including clarification of membership, documentation of process, and team expectations. **Fiscal Impact:** None See attached for document reviewed Annie – does the ASI President & VPFO need to sign the Festival 78 artist memorandum? Octavio – makes sense for Octavio to sign the memo and Ashley (VPFO) to sign the contract Annie – edit to take VPFO out of the "Process for Securing Artists" section Illeana – do members of ASI know who was selected to sit on HAT? Ashley F said no and that is purposeful to keep confidentiality Annie – is there a timeline in this document? Ashley F said that yes, it is mentioned generally as the 'Fall semester' Trent – does communication with MCT and those processes need to be in this document? Annie – suggested to make edit to add in language about additional meetings potentially taking place Octavio motioned to approve 2nd – Elaine None Opposed Motion Carries	Ashley Fennell Associate Executive Director Associated Students, Inc.
09 Action	**ASI Alternative Spring Break Guidelines** **Description:** Creation of documentation to review ASB process including learning outcomes, location selection, and applicant selection process. **Fiscal Impact:** None See attached for document reviewed Annie – suggested "student use ASI provided per diem" language clarification under 'Trip Guidelines' Octavio – is there a deposit students have to pay before going on the trip? Annie – is it a fee or a deposit? One is refundable and another is not Ashley F – clarified that it depends on the trip and the cost Annie – suggested making change from 'fee' to 'deposit' under 'Trip Guideline' section since it is refundable Octavio – what was the budget for last years trip? Is it usually around the same? Ashley clarified that it was a budget of $34,000 Elaine motioned to approve 2nd – Ashley L None Opposed Motion Carries	Ashley Fennell Associate Executive Director Associated Students, Inc.

10 Action	**Updates to ASI Cougar Pantry Mini-Fridge Initiative Guidelines & Agreement** **Description:** Updates include Selection of Fridge Locations, guidelines, and agreements. **Fiscal Impact:** None See attached for document reviewed Octavio – is the fridge in the ASI kitchen one of the ten? Ashley F clarified that it was originally assigned to the Dean of Students and housed it here while they were moving office locations Annie – since DoS is closer to the pantry now, do we need to potentially change the location of that fridge? Ashley F clarified that students do use that space as a basic needs hub so it fits the mission of the office Illeana – suggested that putting a map of the mini fridges on the CSUSM app would be helpful for access Illeana – suggested edits for font to be the same and general formatting throughout the document Elaine – suggested changing location name for Veterans Center to 'computer lab' to help further clarify Elaine motioned to approve 2nd – Octavio None Opposed Motion Carries	Ashley Fennell Associate Executive Director Associated Students, Inc.
11 Information	**Reports** **See attached for Executive Officer reports** **Annie –** Talisha has decided not to extend an offer to either candidate for the SO&PS and will reopen applications within the next two weeks; Buildings Partner meetings are happening once a month to discuss the ASI space; Attended every ASI entity meeting (aside from the Board of Directors) to chat about student wages **Ashley F –** More guidelines documents under work and will be presented soon; Parking for ASI cart still underway; CP hit 1102 students in one week, their highest yet; Elections committee is underway	Illeana Carmona Chavez Chair and Chief of Staff
12 Information	**Announcements** **Elaine** – Donuts with the Dean next Tuesday at 8:30am **Ashley F** – please contact Daphne if you plan to be at Cougar Madness tonight **Illeana** – Resource Fair on 10/22	Illeana Carmona Chavez Chair and Chief of Staff
13 Action	**Adjournment** Will of the Chair at 10:04am	Illeana Carmona Chavez Chair and Chief of Staff

* Public comment will be limited to a maximum of 5 minutes per guest. Chair will determine allocated amount per meeting.