

BEAT Meeting Minutes

Bronco Student Center –Orion- 10/18/2013 -12:02 pm

Call of Order: Called to order by Secretary of Programs *Time - 12:02 PM*

Roll Call:

Present:, Aneska Alino, Jeffrey Cuevas, Hana Kim, Sasha Kornilova, Nick Monge, Krystal Betanzos, Maria-Lisa Flemington, Pamela Xue, Obi Okafor

Excused Tardy: Marisol Aguayo

Tardy:

Excused Absence: Barny Peake, Jasmine Beller,

Absent:

Quorum Check: Quorum was met.

Approval of minutes: Approval motion made by Sasha, second by Hana

Approval of Agenda

Additions & Corrections: Add street team and Murder Mystery Marketing to discussion items

Agenda motion: Approval motion made by Jeff, second by Aneska

Open Forum:

1. Sean: interested in getting involved in BEAT and ASI

Action Items:

Discussion Items:

1. *NACA*
 - a. Who's coming: Krystal, Pamela, Hana, Jeff
 - b. Conference by 3
2. *Street Team*
 - a. "Organic" video
 - b. Reshooting taking place
 - c. Need Male in video
 - d. GAS is always there for you
3. *Murder Mystery Marketing*
 - a. Change profile pics
 - b. Chalking / taping around campus
 - c. Guerilla Marketing: People (Volunteers) Dress up; inform
 - d. Update BEAT website
 - e. Email previous attendees

Information Items:

1. *Gas Creative Group*
 - a. Cathy Neale; Kim Duenas;
 - b. Creative Requests form run through
 - c. Photo Booth run through
 - d. Turn in documents to operations front desk
 - e. Always give plenty of time
 - f. Photo booth props: Bigger events usually get props; ask ahead of time for smaller events
 - g. Marketing 101
 - h. When using social media on a professional level, 80% of your posts should be social, and 20% can be marketing.
 - i. Email Erin [ecobrien@csupomona.edu] (cc Kim[kmduenas@csupomona.edu]) regarding your event (date, time, location, free?)

Report Items:

Music Chair (Hana Kim):

- Event evaluation for CPP to DTP
- Submitted several creative requests
- Sent out booking inquiry emails to a band (In the Valley Below)
- Made a Music binder

Music Committee Member (Nick Monge):

- Sasha, Aneksa and I have been working on the BEAT VIP recruitment video and plan to finalize it in the coming week
 - Once this is approved, we will begin putting together the team in order to utilize it for campus outreach
- November 7th is the end of HVZ. I'd like to have a DJ out during U-Hour, similar to how we had one for the Volunteer Fair
- Working with Hana on an Afternoon Blend for this quarter and putting together Winter's program proposal.

Outreach Chair (Aneska Alino):

- Talked to Marinello's Beauty School and got them confirmed for the event
- Booked another makeup artist for makeover mayhem
- Ordered the online decorations for Drag Bingo
- Got petty cash for grand prizes for Drag Bingo
- Updated all social media accounts
- Had the throwback Thursday contest and selected winner
- Made the BEAT VIP video
- Talked with Jasmine about grand prizes
- Talked with Sasha about makeover mayhem poster ideas

Programming Chair (Marisol Aguayo):

Movie Night: Oct 17th

- Set up for event

Murder Mystery Dinner: Oct. 23rd

- Emailed with Eric Sharp about sound and times for the event
- Marketing/Promoting for event
 - Chalking
 - BSC Murder scenes
- Emailed volunteers about helping with chalking and for the times they are available to help on the day of the event
- Ordered props for photo booth
- Turned in a creative request for photo booth

Other

- Have been keeping in touch with Michael Adams about sustainability board

Programming Chair (Jasmine Beller):

- Murder Mystery
 - Ordered the Props/decorations from Oriental Trading
 - Put in a creative request
 - Taped in the BSC with Krystal
 - Chalked outside with Marisol and two volunteers
 - Advertised for the event during Iron Man movie night
- Drag Bingo
 - Ordered props/decorations from Oriental Trading
 - Ordered Catering from Kellogg west
 - Advertised for the event during Iron Man movie night
- Iron Man
 - Great turn out!
 - Tabled with Hana

Programming Chair (Jeffrey Cuevas):

- Assisted with movie night set up and clean up
- Solid turn out, Est. 100 people in attendance.

Midnight Madness

- Discussed more ideas with Hana

- Would like to get feedback from team about what else we should include.
- Solidifying what activities we are positive about doing.
- Will be contacting vendors for pricing this upcoming week.
- Searching for props and activity resources
- Possible talent: DJ Astronautica

Programming Chair (Aleksandra Kornilova):

- This week myself and Aneska worked on the BEAT VIP draft, and video
- I reached out to our volunteers for the HHH
- Finalized food, decorations for HHH
- Talked to a Mary-Kay contact and should get an approximate sum for the order by the end of the week
- Obtained all the contacts from OSL
- Secured the location for the Makeover Mayhem
- Submitted the GAS creative for MM

Senator Pro Temp:(Obi Okafor):

- Move Night
- Senate Meeting
- Ag council: Pumpkin festival
- Science Council: Dia de los Muertos honoring past scientists
- Conversion from quarter to semester

Assistant Secretary of Programs and Services (Krystal Betanzos):

- Haunting Halloween Haunt poster/ details with Sasha
- Aided in Iron Man Movie Night
- Campus Movie Feast Finale
- Programming 101 brainstorming with Pamela

Advisor (Barry Peake):

Advisor (Maria-Lisa Flemington):

- 50th Anniversary committee; location outside of CPP
- Interviews for Clerical Assistant
- Reminder: SAN Saving in BEAT folder

Secretary of Programs and Services (Pamela Xue):

- Working on Event Planning 101 with Krystal
- Solidifying and confirming designers for Homecoming Fashion Show
- Meeting and supporting all chair's with their events
- Working on marketing ASI BEAT
- Helped Marisol with Movie Night! Great success 😊

Sponsorships/Partnerships:

Adjournment 1:47 pm