

BEAT Meeting Minutes

Bronco Student Center – Lyra

I. Preliminaries

Call of Order:

Called to order by Secretary of Programs and Services (*Marisol*): *Time – 12:05 PM*

Roll Call:

Present: Cathee, Jared, Andrew, Jeff, Iram, Sydney, Marisol, Hana, Xyrine , Sarah

Excused Tardy: Maria-Lisa, Aivan

Tardy:

Excused Absence: Isolde, Bonnie

Absent:

Guest(s): None

Quorum Check: Quorum was met.

Approval of minutes: Passed by Marisol

Approval of Agenda: Passed by Marisol

Additions & Corrections:

+ Relay for Life (Action Item)

Agenda motion: Passed

II. Open Forum: N/A

III. Action Items:

1. Bronco Race - Motion to Allocate \$500 to Bronco Race Budget (First: Hana, Second: Andrew) Passed (7-0-0)
2. Relay for Life - Motion to allocate \$400 for Relay for Life (First: Andrew, Second: Xyrine) Passed: (7-0-0)

IV. Discussion Items:

1. Bronco Night Market/Rock the Commons – Was the first one ever and a lot of items have been stepped over and winged. Would like to inform vendors ahead of time if they want to sell products and/or food. Assuring proper policies are in place. Lighting was good and environment was good. Had a nice mini-festival

feel. Has a lot of potential and place the event under one program proposal for less confusion. Minor issues with power and production so that is a component to look out for during sound check and set up. Be sure to schedule accordingly so everything flows well during the day of the event.

2. Volunteer Meeting – Went well and covered a lot of information in the short amount of time. Food from Einstiens was great and good component to keep.
3. Movie Night – Was planned to be outside but had to be moved into Ursa Minor because of weather. Set up was quick and so was clean up. Tater Tots bar was a big success and Fun Flix was very easy to work with.
4. Jinza Catering – For retreat, will be pulling out Petty Cash and, on day of, pick up food. Est. quote \$60 + Tax.
5. Recruitment – Email Marisol about anything you suggest for incoming applicants. June 12 is when application submissions close. Official Job descriptions are in the SAN.
6. Bronco Fusion – For Fall 2015, Reviewing list of potential artists and will be narrowing down to the top 5 to revisit and next weeks meeting.

V. Information Items:

- a. Budget – Jeff reviewed current status of budget to ensure we can allocate funds for further costs.
- b. Parking Permits – All permits need to be picked up by Pro-Staff from now on.
- c. Checks – Be sure vendors are well informed on payment time and method.

VI. Report Items (Verbatim per Document of BEAT members):

1. Outreach Chair: Aivan Chung:
 - had 1:1 with advisor and Marisol
 - made social media posts
 - held monthly volunteer meeting
 - emailed the volunteers
 - confirmed things with Kelsey
 - did things for the Bronco Race
 - tabled
 - helped out with Movie Night
2. Programming Chair: Iram Khajawall:
3. Programming Chair: Sydney Martinez:
4. Programming Chair: Xyrine Dapal:

Movie Night

 - HAD MOVIE NIGHT AND IT WAS SO MUCH FUN!
 - Updated event worksheet
 - Completed event evaluation

- Returned petty cash
The Bronco Race
 - Returned petty cash
 - Created clues
 - Created a map
 - Finalized tasks
 - Finalized rules and regulations
 - PROMOTE on social media
5. Programming Chair: Isolde Alfaro
 6. Music Chair: Andrew Densmore:
 7. Music Chair: Hana Kim
 8. Assistant Secretary of Programs and Services: Jeffrey Cuevas
 - Updated events on budget.
 - Retrieved update from PM Office on actual Balance of budget.
 - Helped set up and attended Movie Night.
 - Attended Part of Volunteer Meeting
 9. Secretary of Programs and Services: Marisol Aguayo:
 - Worked on the agenda
 - Will be taking the BEAT table cloth to the cleaners
 - Spoke with Sue about parking permits
 - Had 1:1s with the chairs
 - Attended the volunteer meeting
 - Helped and attended Movie Night
 - Attended the follow up meeting for Bronco Night Market/Rock the Commons
 10. Senator Pro-Temp Designee: Deena Wahba: N/A
 11. MDP Representative: Bonnie Paresa: N/A
 12. Advisor: Barnaby Peake: N/A
 13. Advisor: Sarah Bauer: N/A
 14. Advisor: Maria-Lisa Flemington: N/A
 15. Advisor: Cathee Hill: N/A

Sponsorships/Partnerships: N/A

Adjournment: 1:02 PM