



Day/Date: Friday, February 7th, 2025
 Time: **3:30PM – 5:00PM**
 Location: England Evans,
<https://cpp.zoom.us/j/88143820582>
 Attendees: Committee, General Public
 Type of Meeting: Regular- Public

Organizational Items:

Call to order by: Chair, Pro-Temp – Anissa Patel@ 3:37 PM

Quorum Check

Name	Position	Present (P) Absent (A) Tardy (T) Excused Absent (EA) Excused Tardy (ET)
1. Cade Wheeler	President	P
2. Megan Shadrick	Vice President	T4:02
3. Andrew Soel	Treasurer	A
4. Anissa Patel	Senator Pro-Temp, Chair	P
5. Matthew Sanchez	Engineering Senator	P
6. Mehek Jain	Business Senator	P
7. Nuoyan Li	CLASS Senator	P
8. Simone Morgan	Attorney General	A
9. Ivonne Cabezas	ASI Advisor	P

Table Approval of Minutes (Action)

Offered By:	PRES	Seconded by:	ENG
Approval of Action Item			
All in Favor	5	Opposed	
		Abstained	0
Motion: PASSED			

Approval of Agenda with the Amendment of the Correct Zoom Link (Action)

Offered By:	PRES	Seconded by:	BUS
Approve Items as listed on Agenda			
All in Favor	5	Opposed	
		Abstained	0
			Motion: PASSE D

Open Forum

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Action Items

Engineering Student Council Additional Budget Request (**Action**)

Offered By:	PRES	Seconded by:	BUS
<p><u>Additional Budget Request ESC Jan 2025</u> PRO T: how many members are on the engineering student council? ANS: 7 PRO T: only 6 are going? ANS: yes PRO T: is engineering senator part of this trip? ANS: no PRES: he still has to abstain from voting as he is part of the council. Are you doing networking or is there a specific itinerary with activities? ANS: they've given hints of an itinerary but not a specific plan. There will be council checks that consist of different sessions such as a financial session where the treasurers will share different methods. They also change every year based on the council that is hosting. There are listening sessions from professionals in the area. There are also industry tours that further show a direction for their professional pathway. CLASS: how many days is the conference? ANS: get in on Friday and leave Sunday. <u>*Discussion Period*</u> PRO T: scoring rubric is on teams channel. The finances make sense since they don't have to pay for their own hotel rooms and showed evidence. Registration fee includes all of that. Not asking for budget for food. Asking for necessities ENG: everything was organized with the slide of the tables, matched up with everything, would've liked to see an itinerary. PRO T: you are abstaining from this vote, don't vote or speak on this PRES: presentation was succinct and clear they're only asking for necessities BUS: liked it, wish they put the invoices so it's easier PRO T: they probably didn't because they've not paid it yet CLASS: pretty reasonable, not asking for a lot, wanted the invoice as well. Total point 31/32 passing.</p>			

All in Favor	4	Opposed	0	Abstained	1	Motion: PASSED
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American Society of Civil Engineers Additional Budget Request (**Action**)

Offered By:		Seconded by:				
Tabled due to absences						
All in Favor		Opposed	0	Abstained	0	Motion: PASSED

International Society of Pharmaceutical Engineers Additional Budget Request with Stipulations (**Action**)

Offered By:	PRES	Seconded by:	ENG			
<p><u>ISPE Budget Proposal</u> Asking for 2500\$. PRO T: the quote for the t-shirt is this from another club you're affiliated with? ANS: yes PRO T: will you be using this? ANS: yes, the quote is from our sister club so we know how to work with them, and they will offer us a discount PRO T: how many students will you be buying shirts for? ANS: total students who are attending this networking event. Not started a form for who would want shirts until we had the funds for it PRO T: How many do you plan on buying? ANS: on the high end 36 PRES: if this was your first semester having money you had none last semester? ANS: yes. We had a speaker last year CLASS: is this networking event happening just once or is it several events? ANS: it is a singular event happening Feb 19th. We shared the flier and sign up sheet ENG: when is it happening? ANS: feb 19 in ursa major, making it easy for students to attend. <u>*Discussion Period*</u> PRES; this is a general club expense but given the nature of their situation in which they've only been given money this semester IVON: reading it more like an event they're having. The general club expense would be for their meetings or marketing. They're coming for a specific event so it would qualify for that. They received 1000\$ for the last semester. They already showed how they plan on using the money PRO T: they requested 1000\$ but only for 36 students. They seemed unsure about what to do with that 400\$ gap of money. Possibly give them amount listed to see if they're open to that ENG: agree, they even said its an overestimate. They included receipts PRES: 80-person event PRO T: there is an unclear number of how many people are attending the event said 80, 100, and 57. The food makes sense to me but if they don't know how many people will attend there is a huge difference in price.</p>						

CLASS: some concerns, no estimation of the number of people, they didn't include the dates, confusing in the presentation.

BUS: hypothetically we take it to BOD so we can ask them to get the accurate number of how many shirts they need.

PRO T: we can ask them to be more specific with their numbers

ENG: what rate did they go off for the speakers where did they get the 500\$ number from.

PRO T: is there a possibility for them to polish their request

IVON: I don't suggest we ask these questions, had the same questions, doesn't make sense 100\$ per speaker. We can ask and if they have solid answers they can submit a revised budget.

PRO T: we did not use the full amount of time for questions they have time on top of our discussion. We should utilize that time to ask them these questions.

ENG: where did the speaker numbers come from? What would the gift be?

ANS: we have 7 speakers, and 3 more in the pipeline. Thought of getting them pens and Band-Aid boxes, thank you cards. Estimated that number to be for 15 speakers since that's how many they reached out to. Still getting confirmations. No official number until Sunday.

ENG: in terms of the t-shirts on the presentation 620\$ was for them on the higher end. On the budget request form, its around 1000\$ where is the extra money going to?

ANS: getting a banner or an artist to design our t-shirt design and stickers, any other events with the engineering club to get promotional things.

PRO T: they've highlighted t-shirt banner and stickers it covers more merch. Not specific on their presentation. We should award them the allocation for the specific event and hold on merchandise until they have specific numbers. The rest of the numbers make sense. Speaker appreciation for 500\$ doesn't make sense.

PRES: in the instance of having 15 speakers, it makes more sense if its 50\$ per speaker

PRO T: they've talked about Band-Aids and pens which doesn't add up.

ENG: want to see receipts on where they're getting the prices of this. Even the food makes sense despite it not being exact numbers. A mess

IVON: 200\$ for speakers parking seems excessive. Add on stipulations that we are re-question them to come back. What's the plan?

PRO T: want them to be recommended to the board so that we can support them and have the opportunity to change that. Create a list of the stipulations that must be met. Concerns shirts, gifts, and parking. Need exact costs, we want to send you to the board and give you funding ASAP.

ANS: we can get those numbers, we didn't know how to set it all up, understand numbers looking ambiguous.

Passing score 26/32

All in Favor	5	Opposed	0	Abstained	0	Motion: PASSED
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Discussion Items

Hermanas Unidas de CPP Additional Budget Request

[HaU Additional Budget Request.pptx](#)

PRES: do you have any receipts or invoices from the conference?

ANS: no, we have not paid for them yet, but it is 45\$ flat fee for admittance, merch, and food

ENG: has the chapter gone before?

ANS: yes, this is an annual event, but we've had less money this year, want to expand this opportunity to 20 members instead of just e-board
 PRO T: do you have social media so I can see the ticket prices?
 ANS: yes
 PRO T: it doesn't say on the website what the cost is, never mind. It is 45\$ a ticket.
 Discussion Period
 PRES: wish they included screenshots from the website or minibus so we wouldn't have to look it up ourselves
 PRES: we can do a conditional approval of acceptance. They're also under the threshold. Under the stipulation of providing transportation costs.
 BUS: agree with engineering
 PRO T: Eligible to be approved. Had some concerns of exact numbers and quoting. Provide screenshot or photo of bus and ticket.
 Passing score 28/32

Approval to move discussion item A into action item D (**Action**)

Offered By:	PRES	Seconded by:	ENG			
Approval of Action Item						
All in Favor	5	Opposed	0	Abstained	0	Motion: PASSED

Approval of Hermanas Unidas de CPP Additional Budget Request with the Following Stipulations (**Action**)

Offered By:	PRES	Seconded by:	CLASS			
Approval of Action Item						
All in Favor	5	Opposed	0	Abstained	0	Motion: PASSED

General (**Information**)

a. None

Meeting Adjournment (**Action**)

Offered By:	PRES	Seconded by:	BUS			
Meeting Adjournment						
All in Favor	5	Opposed	0	Abstained	0	Motion: PASSED

Adjournment by: Chair, Pro-Temp – Anissa Patel @ 4:44 pm

GUEST OF THE GALLERY

1. Amy Tjeltveit
2. Jazmyn Mendoza-Rios

3. Nick Monaghan
4. Maria Aguirre, President of ISPE
5. Vice President of ISPE