

**Internal Affairs Meeting Agenda**  
A.S. Administrative Conference Room  
**February 7th, 2017**  
5 – 6 pm

**I. Call to Order** **5:06 pm**

**ROLL CALL:**

- B. Ntagu, D. Hearle, B. Tila, S. Williams

**II. APPROVAL OF THE AGENDA** **February 7, 2017**

- Ntagu/Haerle 5-0-0

**III. APPROVAL OF THE MINUTES** **January 31, 2017**

- Ntagu/Tila 5-0-0

**IV. OPEN FORUM**

- N/A

**V. REPORTS:**

A. Chair – N. Jackson:

- Council of Chairs Meeting:
- Will write a Referral to write a resolution to congratulate the Men's Hockey team
- Will Meet up with senators individually for updates

B. Vice Chair – B. Ntagu:

- N/A

C. Advisor – D.Crandall:

- Delighted to be back from surgery, everything went well.
- Wants to make sure that the committee understands that he has two roles and wants the committee to be successful. Two Hats: Advisor and General Manger – to ensure that all goes well and fits in the policies, regulations, and procedures of AS

**VI. UNFINISHED BUSINESS:**

A. Legislative Referrals:

- Big Show Policy and Procedures
  - Senator Martinez is absent
  - Update: Met with Senator Diaz and Liberman – wrote the

referral. Did not receive any follow up report. Jackson advised her to meet with Austin Yais.

**VII. NEW BUSINESS:**

- Legislative Referrals:
  - Bike Rental Program: **Jackson** – No Report
  - Communication with Constituents: **Ntagu** – wrote a draft letter that must be approved before sent out
  - Communication with Constituents pt.2: **Williams** - Spoke to Denise and saw the past business cards from a couple of years ago. Found out we do not have a large enough budget to make personalized cards. We have two options in either making generic cards or half size business cards.

- Will receive help from the Chair of Sustainability
- Update AS codes: **Tila:** Wrote a recommendation to update the codes as well as the AS website in its entirety – past senator pictures aren't updates, office hours aren't updated, finance documents (annual reports, financial audits, strategic plan) are not up to date, etc.
- Business Cards: **Strike out – its combined with Communicating with Constituents Part 2**
- Allocate Scholarship Funding for Grad Students (Referred from University Affairs): **Referral assigned to Tila**



Introduction of new referrals

- Addressing Elections Committee Member Turnover

**VIII. UPCOMING EVENTS:**

- Viola Davis – February 8, 2017 6:30-8:00 pm
- Sustainability – February 21, 2017

**IX. ANNOUNCEMENTS:**

- Siguenza: send sustainability referrals
- Hernandez: final game at Staples Center ticket \$35

**X. ROLL CALL**

- B. Ntagu, D. Hearle, B. Tila, S. Williams

**XI. ADJOURNMENT:**

**5:42 pm**