

## **ASSOCIATED STUDENTS OF COLLEGE OF ALAMEDA**

Regular Meeting Minutes

Friday September 20, 2019

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A regular meeting for the Associated Students of College of Alameda was held **Friday September 20, 2019 at 12:03 p.m.** in F-216. President Quezon, presiding as chair. The following members were present: Roxas, Igot, Dela Cruz, N. Ma, Tigas, Montes de Oca, S. Ma, and Davidson. The following member was absent: Tervalon. Quorum was met.

The agenda was approved as presented.

Minutes from the September 13, 2019 meeting were approved without objection.

### **REPORTS**

VP Montes de Oca gave an update on Club Rush and event volunteers.

VP Ma provided information about the office printer and updates about the Fab Lab Tour.

Treasurer Roxas reported she will be attending the Guided Pathways meetings.

Officer Tigas shared ideas on how we can utilize the Fab Lab equipment for ASCOA activities.

Director Butler provided an update on the coffee bar sales, and discussed the need for a fictitious business license and sellers permit.

### **STANDING BUSINESS**

VP Montes de Oca identified Oct 17, for the Intercultural Day, event.

Treasurer Roxas moved to “approved a budget of \$100 for food and supplies for Club Rush”. Motion approved without objection.

### **NEW BUSINESS**

President Quezon established an office management team with VP Ma, Senator Trevalon and Secretary Igot, to create a cleaning tasks list and ideas for office renovations.

VPO Ma will create a google spreadsheet to track office hours.

Meeting adjourned at 1:07 p.m.

Minutes submitted by Sabrina Igot, ASCOA Secretary