**ALPHA GAMMA SIGMA EMERGENCY BOARD OF TRUSTEES MINUTES**

**OUR SPRING MEETING WAS CONDUCTED VIA EMAIL!**

 **LEADERSHIP DURING THE PANDEMIC**

**March, April, May, June 2020**

The Board of Trustees of Alpha Gamma Sigma had an email discussion of how to proceed during the Corona Virus Crisis. The discussion was about the hotel, the convention, whether to give out scholarships, and any temporary rules changes needed if there were to be not convention, and temporary rules needed as we head into the 2020-2021 school year. These are a few of the emails that give a flavor of the discussion that occurred. It also includes the motions that were made and passed allowing us to go forward as an organization.

**Email #1) From Kaycea Campbell, Vice-President of the Board of Trustees and State Advisory Board Treasurer, March 10th, to the Board of Trustees about the situation:**

We have been having pockets of discussions and I am getting a lot of queries but have no real answers nor do I feel I have the authority to provide accurate answers. I tried to find board members emails. If I forgot anyone - please add them.

We are in a dilemma. Our convention is April 24-26. Given the current climate with the COVID-19 some schools are saying we should not have non-essential travel, I have gotten a couple of chapters saying I cannot come - my school says no.  I have gotten a couple of emails asking - **WILL WE HAVE CONVENTION?** I can only provide the financial aspect as treasurer and hopes it informs our next actions. I am going to go back on the phone tomorrow to really try and argue about the financial implications from a cancellation. However, as the leadership body we do need to say something to the membership and/or make a decision and/or provide me with instructions.  I have been receiving registration forms from some AGS chapters but I am wondering if we will even make the minimum numbers required by the hotel (I will provide the financial aspect below).

I copied the registration and hosting chair advisors so they can be a part of the discussion. Here are the queries I have gotten:

* My school says I cannot travel, does that mean we get a waiver for the attendance good standing?
* Will we be issuing scholarships in 2020?
* Why are we having such a big group meet given the guidelines by the CDC?

In any case - this is the rather long response for the hotel -- saying our cancellation policy is in effect per our contract.  Also, we have already paid our initial deposit of $20,000 given that this is a new location and our credit form required us to pay this to access direct billing.  Keep that in mind.  Given the tone of the email from the hotel, it seems as if unless airports close in Sacramento or some other noted event, DT Sacramento is stating we can have your event - the choice not to at this point lies with us if we are on the hook for the monies.  Looking at just #s at this stage I argue we may need to have convention until something changes to see if we can embark on the "impossibility clause" for cancellation at the hotel (just my 2 cents).

PLEASE HIT REPLY ALL IF YOU HAVE A RESPONSE. My biggest issue is that the SAB needs to draft something to say to the advisors so there can be some sense of a cohesive message - hopefully sooner rather than later.

How much $$$?  Per the contract, I calculated the minimum requirements and the lost revenue is 80% of these minimums in cancellation fees:

 **Below is the cancellation fees:**

Guestrooms

Contracted Room Nights                                              340

Group held responsible for 80% per contract            272

272 room nights x $106 per night                              **$28,832**

Food and Beverage

            Contracted Food and Beverage Minimum                 $49,410

            Group held responsible for 80% per contract            **$39,528**

Room Rental

            207 or less rooms per contract                                   **$14,000**

            **Total                                                                           $82,360**

**Email #2) From the Sacramento DoubleTree, a long message to Kaycea Campbell indicating that our convention needed to go on as scheduled:**

The wellbeing of Hilton’s guests and Team Members is our highest priority, and we remain diligent in our commitment to provide a safe, hospitable environment for all who visit our properties.   We are closely monitoring updates on the novel coronavirus (COVID-19) from local and international health authorities, and we encourage our guests to do the same.   We understand your concern about your upcoming event planned at the DoubleTree by Hilton Sacramento. Hilton is committed to working with you to ensure the execution of a successful event.   It is business as usual at the DoubleTree by Hilton in Sacramento. We look forward to hosting your event as scheduled. Please contact the sales team with any question about your event.

The CDC offers the following recommendation to prevent the spread of respiratory illness that we as employees are following and we ask our guests to follow as well:

-          Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use and alcohol-based hand sanitizer.

-          Avoid touching your eyes, nose, and mouth with unwashed hands.

-          Avoid close contact with people who are sick.

-          Stay home when you are sick.

-          Cover your cough or sneeze with a tissue, then throw tissue in the trash.

-          Clean and disinfect frequently touched objects and surfaces.

-          Keep some distance from people who are obviously sick.

If a case is suspected at the hotel:

1.      Report immediately: If employees recognize symptoms of fever, cough and shortness of breath we encourage them to stay at home and notify a manager immediately.  If a guest is displaying the symptoms, the General Manager will be notified and the situation will be assessed as to whether it is appropriate to contact the local health authorities.

2.      Quarantine: If a guest is suspected to have Coronavirus, local health authorities would be advised immediately. The guest should stay in their room until further advice is issued by the local health authority.  If the guest’s illness is confirmed as Coronavirus, then the local health authorities will advise on further measures for quarantine. Team Members who have been in close contact with a guest suspected (or confirmed) as having Coronavirus do not need to be quarantined at this stage, however, if they begin to display symptoms, they should stay at home and local health authority should be notified immediately to arrange appropriate quarantine and care.

3.      Active Viral Outbreak Control Procedures – In the event of a suspected case of Corona Virus in a guest or team member, the hotels Viral Outbreak Control Procedures should be activated immediately. These procedures include the deployment of sanitizers to clean all affected areas, and the use of and sanitizers to help limit infection.  All hotels are required to maintain a par-stock of these items as per the procedures.

The HOTEL understands your concerns about your event scheduled to take place April 24-26, 2020 because of recent publicity about the spread of the coronavirus. However, we have reviewed your contract and these concerns with our legal department and have determined that the current situation does not fall within the Impossibility provision of your contract. Therefore, you are not allowed to cancel your contract without paying cancellation damages. When parties to a contract have agreed to a Force Majeure or Impossibility provision in a contract, its terms control their obligations.  In this case, the clause agreed upon for your event states that the parties will be excused if unanticipated circumstances “make it illegal or impossible for the Hotel to hold the Event.”

The current situation regarding coronavirus does not fall under the terms of the clause, as the hotel remains open and fully operational. There is no quarantine or other restriction on travel to or from the local airport(s)where our Hotel is located, and all flights and other methods of transportation remain fully functional to our location. Thus, it is not illegal or impossible for the hotel to hold the event (as an aside, nor is there anything preventing you from holding the event). The Impossibility clause does not apply.

While there has been a great deal of recent publicity regarding coronavirus, currently this situation is essentially no different than other health advisories issued by organizations like the Centers for Disease Control or the World Health Organization. These organizations report on outbreaks of various types of influenza, West Nile virus, and even Measles, all of which occur in the United States. Risk of communicable disease is a fact of life, and therefore is not an unanticipated circumstance that makes performance illegal or impossible.

We understand that there may be individual attendees who elect not to attend the event due to concerns about coronavirus, and that some attendees may have transportation challenges depending upon their points of origin. However, lack of attendance is not a Force Majeure under the law or the terms of your contract. Whenever a group such as yours enters into an agreement to hold an event there is always a risk that attendance will be impacted by a variety of factors. Attendees may miss their flight connections or become ill; they might decide not to come due to the cost of flights or the event, or their inability to take time off of work to fly to our destination; they may fear terrorism; or many other potential reasons. Lack of less than full attendance is a risk inherent in any event contract and is not a Force Majeure. This is illustrated by the fact that you and our hotel agreed to share the risk of lower than full attendance by agreeing to the terms of the “Sleeping Room Performance Policy” clause in which the hotel absorbs the loss of the first 20% of reduced utilization of the reserved room block and you become responsible if attendance slips below that percentage.

You must make the decision that you believe is best for you and your organization as to whether to go forward with your event. If you elect to cancel, the hotel will suffer damage and we will have no option but to insist that the agreed cancellation damages be paid. The liquidated cancellation damages provided for in the contract allows you to make a business decision as to whether you want to hold the event or pay the agreed damages. We want to emphasize that our hotel is ready, willing, and able to host your event and to provide you the level of service and experience that you expect.

We hope the foregoing explanation addresses your questions and concerns. Please feel free to contact me if you would like to discuss this further. We look forward to hosting your event.

**Email #3) A question from Lisa Valdez, State Advisory Board Historian, March 10th, to the Board of Trustees and some State Advisory Board Members:**

Will they allow us to postpone the event?

**Email #4) An answer from Obed Vazquez, President of the Board of Trustees, March 10th, to the Board of Trustees and some State Advisory Board Members:**

A short response to Lisa Valdez question: as per Kaycea’s email received from the hotel, we can cancel but need to pay our contractual amount.

Thank you Kaycea for writing to us.

I have included as many of the officers from the Board of Trustees and officers of the State Advisory Board as I have emails for in this email.

Chris Capozzo and I had written a note and he was sending it to Andrew for distribution.  Since completing the writing of the memo this afternoon, we here at DVC, received word that all non-essential travel was to be canceled.  That puts us in a quandary to say the least.   The situation continues to evolve for us, as I suspect for many other campuses.

I have included as many of the officers from the Board of Trustees and officers of the State Advisory Board as I have emails for in this email.

I think we should share as many ideas as possible addressing the convention and its various aspects and make recommendations.  I have listed some of the things that came to mind below and will welcome comments.

1. Cancel/No Cancel:  This is the main question.  As Kaycea wrote, if we cancel, we will need to pay our contractual amount.  If we do not, we may fall short on minimums given the great possibilities of chapters not being able to attend.
	1. My note:  I suggest we wait a week or so and see how many chapters can attend and pay registration.
	2. My note: Kaycea mentioned she would continue to contact the hotel, appeal to higher ups, and see what can be done.  She can report back to us.
2. Scholarships:  our guidelines state that scholarship nominees must be present to receive scholarships.
	1. Given the extraordinary extreme current situation, I would suggest that we agree on some kind of exception for nominees given that students can’t attend due to the college’s position of the medical crises.
	2. If we decide to cancel, I still think we should consider giving the scholarships to our nominees/students.
3. To maintain good standing:  Similar to scholarships, we may want to consider exceptions to this, whether we cancel or not.
4. I recognize that there are no provisions in our by-laws about meeting online or meeting through email, and it is something we may want to seriously discuss, but for now, I think this is really important and email allows all to read, think about the issues and respond.
5. We can ‘continue to discuss’ these issues via email.  If another modality is preferred, do make suggestions.
6. Other issues?  Please share.

**Email #5) From Valerie Venegas, Board of Trustee Member, March 11th, to the Board of Trustees and some State Advisory Board Members:**

I agree that we should wait and see what other colleges responses are to this situation.  Up until now I have not received any message from the Coast Community College District about attending outside activities.  Golden West College students are planning to attend.  That, however, can change in a week.  Which does put chapters in a questionable situation about losing funds for cancellation over something they have no control over if it becomes a district mandate.

Everything else in the email we can discuss via a telephone conversation or email.  I have no objection to awarding the scholarships to our AGS students even if we are unable to have the convention.  These are extraordinary times.

**Email #6) From Joe Reyes, Secretary of Extension and Eligibility, March 11th, to the Board of Trustees and some State Advisory Board Members about what was happening at the City College of San Francisco:**

Forgive may radio silence over the last couple of months.  It has been very hectic at City College of San Francisco.  And the last few weeks haven't helped the situation.

As some of you may have heard, we are suspending face to face courses and making a massive move to online/hybrid continuation of classes.  With all of this, the campus is going into "closed" status and suspended all travel rights through the end of the Spring Semester.  Student activities have been cancelled/stopped.  We saw this coming and it is one of the reasons we have not sent in our convention reservations.  At this point I am in a holding pattern on whether we will be able to attend the conference.  We are hoping for better news from the city and government agencies about the severity of the virus issue.

**Email #7) From Chris Capozzo, Board of Trustee Member and State Advisory Board President, March 11th, to the Board of Trustees and Some State Advisory Board Members about their emailing the entire organization what was happening:**

I sent an e-mail that Obed and I crafted yesterday to Andrew Kindon for distribution … but, things are moving at a rapid base and I don’t know how accurate it’s going to be in a few days, or even a few hours. Kaycea, thank you for checking in again with the hotel today. As you know from Obed’s e-mail, we are not going to be able to attend convention because of travel restrictions. I know that many colleges will be facing similar restrictions. For that reason, I also strongly support awarding scholarships to students regardless of attendance. As Valerie wrote, these are extraordinary times. Likewise, we need to consider options for keeping chapters in good standing regardless of conference attendance. We could also consider options for meeting remotely for SAB.

**Email #8) From Terry Green, Board of Trustees Secretary, March 11th, to the Board of Trustees and some State Advisory Board Members with his two cents:**

Our college president here at Santa Monica College just shut down all extracurricular activities for the semester and restricted all travel so we will not be coming to the convention. I agree with Chris that we should still give out scholarships. I do not know what to do about the DoubleTree but an $82,000 penalty on their part is totally outrageous and unacceptable! My two cents...Terry

**Email #9) From Obed Vazquez, Board of Trustees President, and Chris Capozzo, State Advisory Board President, sent by Andrew Kindon, March 11th, to the entire AGS Organization about concerns:**

We are all concerned about the spread of the Coronavirus (COVID-19) and will continue to pay close attention to the information about the situation. However, please know that at this time there are no plans to postpone or cancel the AGS Annual Convention in Sacramento.

We certainly urge all our members to follow preventative protocols outlined by the CDC and recommend keeping up with the information they are providing. To do so, you can visit their site: [https://www.cdc.gov/coronavirus/2019-nCoV/summary.html](https://linkprotect.cudasvc.com/url?a=https%3a%2f%2furldefense.proofpoint.com%2fv2%2furl%3fu%3dhttp-3A__mms.nabca.net_ct.php-3Flid-3D66953059-26mm-3D121148290267%26d%3dDwMFAg%26c%3dtfV1y7VjMpp2c1x3NJOKE90M8g-mEaV1iV68RN7jMhE%26r%3dSzlp8JiqQGbssLy0crfcB15C6oRQULPMUvY5jvmM0HE%26m%3djSLpDqysDBNv2OFD0GOP-fRNzBTXhfx1ntwROh9-7Us%26s%3dEjrzwfsoEGGuLX7q3dpk8hLX1CHJ0wk2rsL-y0gOVkg%26e%3d&c=E,1,fN99FG5wljekIRk5xUvZLuEKdD79jy5hUYUJ1FqDgl4Q7uWdb1bmv6NmQlQJxEuHTKoWPf385TH96FVCoD63jYR4kdT4ujpEYMkqDa1pYZJZrWZtWVQVjMil8JMc&typo=1).  There do not seem to be any travel restrictions within the United States at this time. For the most accurate travel-related updates and restrictions, please visit [https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html](https://linkprotect.cudasvc.com/url?a=https%3a%2f%2furldefense.proofpoint.com%2fv2%2furl%3fu%3dhttp-3A__mms.nabca.net_ct.php-3Flid-3D66954281-26mm-3D121148290267%26d%3dDwMFAg%26c%3dtfV1y7VjMpp2c1x3NJOKE90M8g-mEaV1iV68RN7jMhE%26r%3dSzlp8JiqQGbssLy0crfcB15C6oRQULPMUvY5jvmM0HE%26m%3djSLpDqysDBNv2OFD0GOP-fRNzBTXhfx1ntwROh9-7Us%26s%3ditpmLoF4yEi-w6LeadqxuC4o15D8p6DHsqmcaEJpDiQ%26e%3d&c=E,1,Y6xjddrAj4R1MJfahCqameV6Q80vF4a60t0JRKB8MGCK_UzwJLn-VEzdT5wDblMfJtu5h7EpLh4qCCqg9HDxIYFBt7NBCytmANGUVm0I0g,,&typo=1) .

Our hotel, DoubleTree by Hilton Sacramento, has notified us that they do not consider the current situation to qualify for any exemptions that allow us to break our contract for this year. However, the hotel is committed to working with us to ensure that our event is safe and successful. We also know that this is a fast-moving situation and that things may change quickly. We are continuing to monitor the situation, including any decisions made by the County of Sacramento, and will let you know as soon as possible if anything changes.

**Email #10) From Kaycea Campbell, Vice-President of the Board of Trustees and State Advisory Board Treasurer, March 14th, 2020 to the Board of Trustees and some State Advisory Board Members about her discussion with the Sacramento DoubleTree Hotel:**

I have been on the phone all morning etc.  Here is the latest ---

I have gotten somewhere but not confirmed yet. I have taken it to the executive level to have the ENTIRE $20K deposit released and transferred to 2022. Which I think we can live with and we will still have scholarship monies for this year. Not ideal but we would not lose anything if that happens and we already have a contract for 2022 at DT Sacramento =====so -----

It is not confirmed yet; not sure if, they will agree, but I got it to be heard to the executive level -- but if they do not we can talk about a lawyer and next steps.

I hoping to get some answer any which way by later today ---- once I have an answer then the scholarship committee and body can discuss next steps on scholarship and attendance fully.

For now, I agree with Obed we wait and force the hotel to cancel, rather than us pull the trigger --- this situation is fluid and if it were to escalate they will probably have to cancel anyway.

I will keep you all updated. Thanks to all for your help and being so communicative and insightful.

**Email #11) From Kaycea Campbell, Vice-President of the Board of Trustees and State Advisory Board Treasurer, March 14th, to the Board of Trustees and some State Advisory Board Members Answering questions from Chris Capozzo:**

Convention is going to be canceled Chris. No one is going in April for sure and I am certain a middle of the week Convention will mean we do not meet our minimums and it is too hard to have too so quickly. That is my strong belief. I do not know what the hotel will say Monday but irrespective of what they say we won't be there in April for sure.

As Jennifer said that the State Advisory Board does not need all these details in an email now but having some chapters still planning to be there April is not a good idea.

I am not saying to the hotel we cancel right now. I need them to tell me they cancel to ensure we do not get any penalty. So, however, that needs to worded is fine. If we want to wait until Monday, we can since I will be back at it as soon as my eyes open Monday. We may get a surer answer then and can proceed a little clearer. So, Monday by latest 4pm... we can make a clearer decision on the stronger more concrete messaging with more info from the hotel is my vote.

I will say only one chapter has completed registration and one has sent me a check and about 10 student agreements have come in since last week. So, I am not seeing a bustle of registration activity. So, a Monday stronger/more informed notification may work better.

I don't know the rules of cancellation and voting. Maybe Chris G. can give us firm answers on what we can do per our standing rules and bylaws.

**Email #12) From Kaycea Campbell, Vice-President of the Board of Trustees and State Advisory Board Treasurer, March 16th, to the Board of Trustees and some State Advisory Board Members letting them know that the DoubleTree would move our deposit to 2022 so we would be able to cancel the convention with no losses:**

I just got confirmation they will move the deposit to 2022. I am awaiting a formal confirmation letter for our records.

In the meantime, we should let the membership know our plans to cancel Convention. I do not know the voting process or if SAB needs to vote. I think Obed and Chris C. are working on this. Maybe Chris G. can let us know if the rules allow us to just cancel.

I got one registration check so far. I will contact that advisor and return it.

For scholarships  ..I will prepare two motions; 1 for BOT to allow me to keep their Loly donations for scholarship payout as part of the operating fund and it will dictate how much is the entire scholarship pool...Obed BOT can vote online, right? I can have this by Friday.

The second motion I will give to Andrew or Ashley to approve scholarship payout from the operating fund that SAB has to approve. This will go out later after Ashley and/or the scholarship committee determine how much they will allocate from the first motion above.

I can then work with Ashley to get payments out to recipients later.

Thanks again for all your help and please be safe. These are trying times.

**Email #13) From Obed Vazquez, President of the Board of Trustees, March 16th, to the Board of Trustees and some State Advisory Board Members thanking Kaycea for her successful negotiations with the Sacramento DoubleTree and discussing the path forward:**

Great news!  Thank you, Kaycea.

I will work with Chris Capozzo today to draft something about the convention.  As Chris W said, since this is part of the fiscal matter it is appropriate for BOT and SAB to work together.

There is no mention of voting by the BOT online, but also nothing for the SAB.  We are breaking ground here in important business.  Something to discuss at the FAM in October.   However, I think we in the BOT can proceed with a vote about the use of the monies for the scholarships.  Once Kaycea gets confirmation, she can send the motion and we can proceed from there.

**Email #14) From Chris Capozzo, Board of Trustee Member and State Advisory Board President, March 16th, to the Board of Trustees and Some State Advisory Board Members thanking Kaycea for her hard work:**

Thanks, Kaycea for all your hard work on this! We will work on crafting an announcement about the convention.

**Email #15) From Obed Vazquez, Board of Trustees President, and Chris Capozzo, State Advisory Board President, sent by Andrew Kindon, March 16th, to the entire AGS Organization about the cancellation of the AGS Spring Convention:**

Given the health situation the country and California is going through, the AGS Convention for this spring has been canceled.   The Board of Trustees and the executive officers of the State Advisory Board have agreed that it is best that we cancel the convention this year.  We also recognize that many details about scholarships and eligibility are linked to the Convention.  We are currently working on several motions that we will send to you for review and approval.

We have decided to continue with our scholarship program and are working out the details.  You should have already received an extension for the submission for scholarship application:  The new deadline is March 31, 2020.   Ashley McHale will contact readers with instructions on how to proceed.

Thank you for your work in AGS and your work with our students.

**The Board of Trustees moved forward with the development of motions to present to the State Advisory Board for approval after the decision to cancel the Spring Convention was made.**

**Email #16) From Kaycea Campbell, Board of Trustees Vice-President and State Advisory Board Treasurer, March 17th, to the Board of Trustees and some State Advisory Board Members about funding scholarships:**

 Now that we have Cancellation sent to SAB - next are scholarship motions.

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| --- |
| **BOT Motion (Please Vote BOT members):** |
| ***I hereby move that the BOT allow their Loly donation share of $12,719 to remain in the operating budget for 2020 to be added to the pool for scholarship payments.*** |

Details are below:

|  |
| --- |
| **Scholarship money collected in 2019 for 2020** |
|  |  |  | BOT share |  |
|  | Bell | $82.00 |  |  |
|  | Coffey | $82.00 |  |  |
|  | General  | $688.00 |  |  |
|  | Jackson | $582.00 |  |  |
|  | Loly | $25,438.00 | $12,719.00 |  |
|  | Mantovani | $849.00 |  |  |
|  | Taylor | $32.00 |  |  |
|  | Walsh | $99.00 |  |  |
| **TOTAL** |  | **$27,852.00** | **$15,133.00** |  |
|  |  |  |  |  |
| All of 2020 Convention Profits (Cancelled) | $0.00 |  |  |
| BOT Donation in 2020: $0 ($13,439 in 2019) | $0.00 |  |  |
| SAB Donation (CD interest =$1,764.11) | $1,764.11 |  |  |
| **TOTAL if BOT gives us their share back** | **$29,616.11** |  |  |
|  |  | $50,000.00 | Paid/Awarded 2019 |
| **TOTAL if BOT does not give us their share back** | **$16,897.11** |  |  |

Some notes to simplify the #s:

|  |
| --- |
| **Notes:** 1)  With no contribution from BOT- the entire scholarship amount comes from operating funds in 2020.2)  For a $50K total scholarship pool, then an additional $20,383.89 will be extracted from the operating budget.3)  As treasurer - I  will say the operating budget can take up to a $60,000 withdrawal for the scholarship pool.4)  The full financial scope I can provide at FAM - but our operating budget albeit small will recover (fingers crossed for dues payments in June) and can pay bills as they come. |
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**Email #17) From Obed Vazquez, President of the Board of Trustees: March 18th, to the Board of Trustees and some State Advisory Board Members about the motions:**

I received responses from most of the BOT members to move forward on Kaycea’s motion.  One thing the BOT would need to decide is if to go with the 50K proposed for this year.   (We did not get a second on the motion but will count the first positive vote as a second. A majority still voted affirmatively.)

Ashley mentioned favoring a $50K for this year towards scholarship.  If you would like to make this motion, we can then have a second and vote.  This would then empower the Scholarship committee to make recommendations on their scholarships.

PS:  I have left everyone (not BOT members) on the receiving list for the sake of transparency given our strange and unique times under which we doing business.

Please provide a motion, second, and then take a vote…. Since we are doing this asynchronously, let me know what your vote is for.

**Email #18) From Obed Vazquez, President of the Board of Trustees: March 18th, to the Board of Trustees and some State Advisory Board Members about the passage of the motions:**

I think there were two motions for the Board of Trustees:

By Kaycea: ***I hereby move that the BOT allow  their Loly donation share of $12,719 to remain in the operating budget for 2020  to be added to the pool for scholarship payments.   (****votes: 7 )*

Motion by Ashley: ***Award scholarships up to the amount of $50,000.***   (votes: 8 votes)

Both motions were accepted.   I may have missed a vote but these compose the majority of the BOT.

Ashley will continue her work with scholarships and give further directions as to the Scholarship Readers.

I will leave it to Chris Capozzo, as president of the SAB to work on the eligibility issues.  As a chapter advisor, I would recommend we can probably take some action online before scholarships are announced.

We can certainly announce the awards as soon as the work is done.  Since I think we are working all remotely these days, and Ashley can meet with her committee either via Zoom or collective email.   If you would like me to host, I am offering.  But I think most colleges have Zoom/video conferencing capabilities.  We have done an amazing amount of work in the last several days over Zoom and it seems to work nicely to bring interested folks together. Thank you so much for your voices and passion for AGS.

**Email #19) From Kaycea Campbell, Board of Trustees Vice-President and State Advisory Board Treasurer, March 18th, to the Board of Trustees and some State Advisory Board Members about moving forward:**

Do we need to do anything as it relates to attendance waiving etc?  Not sure if Joe provided any guidance here.    Or was this the eligibility piece by Chris C.

I will have a motion to take to SAB to authorize me to "write checks" for the $50,000 that Ashley and her committee will work on.

Chris C. if you plan to bring any votes to SAB maybe using Google Forms etc. so advisors can vote electronically on any eligibility piece etc. Can I piggy-back on that message/vote? That way we just ask them for all one time -- let me know.

I want to echo the sentiments by Obed -- this group is AMAZINGLY efficient. Thank you so much. I on some other bodies and I wish they were even 1% like this group. Thank you so much!!!

**Email #20) From Obed Vazquez, President of the Board of Trustees: March 18th, to the Board of Trustees and some State Advisory Board Members addressing concerns:**

The Board of Trustees does not have to do anything else, since we are on the financial aspect of this, but the SAB has to decide on the eligibility.

**Email #21) From Chris Capozzo, Member of the Board of Trustees and State Advisory Board President: March 19th, to the Board of Trustees and some State Advisory Board Members addressing Kaycea’s questions.**

 I am happy to facilitate a discussion about eligibility. It seems like there are two separate components we need to consider:

1)      What will be the eligibility requirements for *students* with regards to statewide scholarships? As far as I can tell, the ***only*** eligibility requirement that students will not be able to meet is conference attendance (unless I am missing something). I think we could easily vote to waive the attendance requirement; we did so with Jennifer’s incarcerated students last year, so there is precedent. **Please let me know if you are aware of any other eligibility requirements for scholarships that we need to consider**.

2)      What will be the eligibility requirements for *chapters* to stay in good standing, given that they cannot attend conference? I do not have a clear picture yet of options here. Please share some ideas on this. Joe, do you have any thoughts?

I have never used Google Forms or similar applications to allow people to vote. I wonder if there is anyone with experience who might be able to put something together once we’ve decided on the language. Like many of you, right now I’m trying to figure out how to re-design all my face-to-face classes as online classes, with no online teaching experience and only a little bit of rushed training compacted into a few frantic days… I really do not have time to learn Google Forms as well right now. I’d appreciate any help you can give here if you have experience. Thanks in advance for your understanding and help. We are going to get through this challenging time while finding a way to recognize our outstanding members!

**Email #22) From Kaycea Campbell, Board of Trustees Vice-President and State Advisory Board President, March 19th, to the Board of Trustees and some State Advisory Board Members addressed to Chris Capozzo:**

I can help with the google docs -- once we know what the motions should look like, we can send it via Andrew.  I did a little test -- the link is below ---I welcome any or all suggestions to change or edit anything as we progress.

[https://forms.gle/vFLqKMd35jpKTQ9KA](https://eur04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fforms.gle%2FvFLqKMd35jpKTQ9KA&data=02%7C01%7C%7C9917623f546c44ced76308d7cc2c8629%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C637202363937461194&sdata=gPLXpCCNMJ76xcdZIMqJDXvcv4jwowqKRFsyL9Dxid8%3D&reserved=0)

For good standing, my suggestion was language to say good standing for 2021 will be based on regional conference attendance.  At a minimum; advisors should attend the regionals if there are issues with getting students out.  Since FAM switches from North to South, some advisors may find it difficult to make it to FAM in a different region - it may be especially difficult for Northern chapters this year.  So, if we have a strict good standing attendance requirement (REGIONAL AND FAM), that may be too punitive for Northern chapters. However, if we just say Regionals -- then that may help. Just my thought -- others may have way better ideas—

**Email #23) From Chris Gilbert, State Advisory Board Secretary of Standing Rules, March 19th, to the Board of Trustees and some State Advisory Board Members with a suggestion:**

Could I suggest a qualification to Kaycea’s suggestion, below? Namely, for chapters like mine who (a) meet our yearly attendance requirement every year by attending the convention, and (b) are in the middle of the state (such that getting to region conferences is virtually impossible with students and inconvenient even without them), a “pass” will be allowed on the regional conference requirement. We were intending to attend this year’s convention, though we had no scholarship applicants this year. I would prefer not to have to attend a regional conference just to secure good standing for potential scholarship applicants next year.

**Email #24) From Obed Vazquez, Board of Trustees President, March 19th, to the Board of Trustees and some State Advisory Board Members answering Chris Gilbert:**

Chris G.  Good point.  But in your case, you were at FAM, and that counts towards one of the requirements.  We may have to consider the entire requirement of two of three events.  Perhaps just one would be sufficient?

**Email #25) From Joe Reyes, State Advisory Board Secretary of Extension and Eligibility, March 19th, to the Board of Trustees and some State Advisory Board Members agreeing with Obed Vazquez:**

I want to second Obed's thoughts in the last email.

But I do want to say that it should be an amendment for just this year.  This will give the larger group a chance to discuss this at length the next time we get a chance to meet.

Given your feedback, I will propose two draft motions. Let me know what you think.

**Email #26) From Chris Capozzo, Member of the Board of Trustees and State Advisory Board President: March 24th, to the Board of Trustees and some State Advisory Board Members with the draft of his motions:**

Motion #1

We move that, given the cancellation of the 2020 Spring Statewide Convention, nominees for all 2020 AGS statewide scholarship awards do not need to be physically present at convention to be eligible for awards. This temporary exemption only applies to the 2019-20 school-year awards; it does not apply to eligibility requirements for future years, nor set precedent for future eligibility criteria.

Motion #2

We move that, given the cancellation of the 2020 Spring Statewide Convention, we shall establish a temporary grace period for determining “good standing” of any and all AGS chapters. Chapters who attended both the 2019 Fall Advisory Meeting and a 2019 Fall Regional Conference have met their eligibility requirements in full and will be granted “good standing” status. Chapters who have not met this requirement will enter a grace period for the Spring 2020 semester and be temporarily granted “good standing.” In order to maintain this standing, such chapters must attend at least one Fall 2020 statewide event – either (A) the 2020 Fall Advisory Meeting or (B) a 2020 Fall Regional Conference – AND the Spring 2021 Statewide Convention. This grace period is a temporary exemption and only applies to the 2019-20 school year; it does not apply to “good standing” requirements for future years, nor set precedent for future “good standing” criteria.

Please let me know what you think. I am happy to hear alternate suggestions for Motion #2, but this seems fair to me.

**Email #27) From Ashley McHale, Board of Trustee Member and State Advisory Board Scholarship Chair, March 30th, to the Board of Trustees and some State Advisory Board Members**

Would it be okay to extend the scholarship deadline to April 7, due to the SAB voting on eligibility motions that may change whether chapters submit nominees?
Chapters who already submitted can also edit their submissions.

I could also extend the outstanding advisor award for the same date.

It's just such a strange time now, and with the eligibility and good standing votes coming after the deadline, I don't feel that is fair.

Thoughts?

Thanks, Amazing Advisors!

**Email #28) From Jennifer McBride, State Advisory Board Member, March 30th, to the Board of Trustees and some State Advisory Board Members agreeing with Ashley McHale:**

That would be tremendously helpful. 1) My campus students are having trouble getting a few letters of rec. It is the non-academic letters from people in the community they are having a hard time pinning down. 2) I have no access to my prison members until Fri. They have their packets ready for the most part, but we were locked out on March 14. The prisons are entirely locked down, and I will not be able to send a message to my incarcerated students until Friday when we deliver course work packets to them. 3) If motions are still outstanding, that seems topsy-turvey. 4) What is the rush? No convention, so I feel like we can take our time.
Just my two cents.

**Email #29) From Lisa Carlsen, Board of Trustees Member, March 30th, to the Board of Trustees and some State Advisory Board Members agreeing with Ashley McHale:**

I did not even make that connection. Thanks for mentioning it. I support the extension! Especially during these strange times... when there is so many changes/obstacles to contend with.

**Email #30) From Ashley McHale, Board of Trustee Member and State Advisory Board Scholarship Chair, March 31st, to the Board of Trustees and some State Advisory Board Members asking to extend the deadline for scholarship applications:**

After checking with Kaycea on the timeline for mailing checks, etc., I would like to extend the deadline to **April 15**, provided that the eligibility motions will go out this week for vote. We will have enough time for reading (3 weeks) then a meeting for cutoffs, and immediately after I can send the list to Kaycea for checks.

I will send an email out to Andrew soon, but wanted to let the BOT/SAB executive board know in advance.

Hope you are all doing well!

**Email #31) From Ashley McHale, Scholarship Chair, via Andrew Kindon, to the Board of Trustees and State Advisory Board about the extension of the deadline for scholarship applications:**

Due to the shelter at home and new procedures for this year, the deadlines for scholarship applications and Outstanding Advisor Awards have been extended to April 15.

Motions for you to vote as SAB member should come out with a Google Form for voting regarding eligibility. Due to these motions, the decision was made to extend the deadlines.

**Email #32) From Chris Capozzo, Member of the Board of Trustees and State Advisory Board President: April 1st, to the Board of Trustees and some State Advisory Board Members with an email he received about MOTION #2:**

Please look at the following e-mail I received from one of our colleagues. Is it unreasonable to suggest that his chapter attend a Fall 2020 event to maintain good standing?

 Chris,

If motion 2 passes, Xi chapter will fall out of good standing for doing nothing except what we have always done.  We attend the state convention in the spring—that is it.  I have no idea why anyone would want to punish a chapter for something that is beyond our control.  And if we are not in good standing and ineligible for scholarships, we might simply fold the chapter up.  I do not expect one chapter to have a veto over the whole organization, but you should be aware that our chapter might simply dissolve if Motion 2 passes.

Best,

Stephen

**Email #33) From Joe Reyes, State Advisory Board Secretary of Extension and Eligibility, April 1st, to the Board of Trustees and some State Advisory Board Members answering Chris Capozzo’s question above:**

From my standpoint, I do not think it is unreasonable to ask that they attend the fall 2020 meeting.  At least the advisor!  I am an alum of College of Sequoias and want them to stay in the organization.  These are extraordinary times, and maybe a one-time exemption is possible, but I think we do need to be careful.

**Email #34) From Chris Capozzo, Member of the Board of Trustees and State Advisory Board President: April 1st, to the Board of Trustees and some State Advisory Board Members communicating with Joe Reyes:**

Perhaps we could make arrangements for advisors to be able to attend FAM virtually via Zoom?

**Email #35) From Joe Reyes, State Advisory Board Secretary of Extension and Eligibility, April 1st, to the Board of Trustees and some State Advisory Board Members answering Chris Capozzo’s question above:**

I would be OK with that.

**Email #35) From Chris Gilbert, State Advisory Board Secretary of Standing Rules, April 1st, to the Board of Trustees and some State Advisory Board Members about Motion #2:**

I agree with Stephen. This was the concern I tried to express a couple of weeks ago. For our chapter, getting to either the FAM or a regional conference is difficult so we have always met our attendance requirement (every year for the past 19 years) by attending the spring convention. I would prefer that we simply waive the attendance requirement as it pertains to scholarship eligibility for the 2021 spring convention. This would be the best way for AGS to help its chapters adjust to this sudden and difficult situation.

**Email #36) From Obed Vazquez, Board of Trustees President, April 1st, to the Board of Trustees and some State Advisory Board Members about Motion #2:**

The advisor (Stephen) brings up a good point.  To be in good standing the chapters can just attend Spring Convention.  Their chapters obviously do not go to regionals nor FAM, which are not required for good standing if they show up at Convention.

The motion is requiring attendance at two events.  I had not seen the original language in the by-laws.

If you want to amend the motion to include the By-Laws language, and attendance is required for 2021, that would address this issue.  Of course, it does not address the total absence for this year of the chapter in AGS statewide activities.

I would recommend to amend the motion since the motion when compared with the ByLaws language seems to make the grace period a bit more difficult than a regular year.  I know that was not the intent, but as this advisor points out, it does make it more difficult for his chapter.

**Email #37) From Obed Vazquez, Board of Trustees President, April 1st, to the Board of Trustees and some State Advisory Board Members about Motion #2:**

I just wrote but am catching up with email.  I agree with Chris Gilbert that we waive attendance this year, given our unique circumstances, but only for this year.   We may want to talk about meeting virtually in a separate conversation in light of how we are now conducting business.

**Email #38) From Kaycea Campbell, Board of Trustees Vice-President, April 1st, to the Board of Trustees and some State Advisory Board Members, about amending Motion #2:**

Chris C. you have an amended motion, I can update the voting form.  I am out of my depth with attendance issues/bylaws etc.  I will update it whenever you are ready.

**Email #39) From Terry Green, Board of Trustees Secretary, April 1st, to the Board of Trustees and some State Advisory Board Members with his comments on Motion #2:**

Just a thought. Why not keep the motion the way it is with the amendment that the participants can join the meeting by Zoom. We need to have a major get together in October after having missed our big meeting at the spring convention. We need to have a big turnout and Zoom might be the answer. There are no excuses for missing a meeting with Zoom available. Plus, who knows whether a group meeting will be in the cards by October.

**Email #40) From Chris Capozzo, Member of the Board of Trustees and State Advisory Board President: April 2nd, to the Board of Trustees and some State Advisory Board Members agreeing with Terry Green:**

I am in total agreement with Terry. I think we could easily make FAM more accessible by allowing advisors to attend virtually via Zoom. This would not just help chapters to “check the box” to meet eligibility requirements; it would allow us to have more representation when making important decisions at FAM. I think we should consider this not just for next year but for all future years – an option so that advisors can attend FAM without having to travel. With the technology we have available, there is no way that this should be a limitation.

One more thing. I do not want to add unnecessary complications, but… My term as president is supposed to end on April 25 – that is when I would have “passed the gavel” to the next president. I am happy to have been able to do my part as we have dealt with this crisis, although so many of you have done as much if not more. But, with everything happening and other personal and professional demands, I am going to ask that we honor that transition date. So, let us make sure that the incoming president is up to speed on everything that is going on.

**Email #41) From Valerie Venegas, Board of Trustee Member, April 2nd, to the Board of Trustees and some State Advisory Board Members also agreeing with Terry Green:**

I really appreciate that thought and totally agree with Terry.

**Email #42) From Kaycea Campbell, Board of Trustees Vice-President, April 2nd, to the Board of Trustees and some State Advisory Board Members, about who is the incoming SAB President:**

Is Brian Rodas the incoming president?  We should add him to the email threads now --- so he can start "wading" through our decisions/messages etc.

**Email #43) From Terry Green, Board of Trustees Secretary, April 2nd, to the Board of Trustees and some State Advisory Board Members answering Kaycea Campbell:**

Brian is the incoming president and should be included on email threads.

**Email #44) From Andrew Kindon, Advisory Board Directory Editor, April 3rd, to the Board of Trustees and some State Advisory Board Members answering Terry Green:**

I have added Brian Rodas to this email string so that he will be included in our discussions.  As long as all future responses are made as "reply all" to this email, Brian should be in the loop.

**Email #45) From Kaycea Campbell, Board of Trustees Vice-President and State Advisory Board Treasurer, the three motions on a Google Docs form which were first sent to a few trustees for testing in early April. The tests were successful. Kaycea Campbell later sent the motions using Google Docs to Chris Capozzo who then sent them on to the State Advisory Board via Andrew Kindon for an up or down vote:**

**MOTION #1) We move that, given the cancellation of the 2020 Spring Statewide Convention, nominees for all 2020 AGS statewide scholarship awards do not need to be physically present at convention to be eligible for awards. This temporary exemption only applies to the 2019-20 school-year awards; it does not apply to eligibility requirements for future years, nor set precedent for future eligibility criteria. (MOTION #1 CARRIED.) See the votes below.**

**MOTION #2) We move that, given the cancellation of the 2020 Spring Statewide Convention, we shall establish a temporary grace period for determining “good standing” of any and all AGS chapters. Chapters who attended both the 2019 Fall Advisory Meeting and a 2019 Fall Regional Conference have met their eligibility requirements in full and will be granted “good standing” status. Chapters who have not met this requirement will enter a grace period for the Spring 2020 semester and be temporarily granted “good standing.” In order to maintain this standing, such chapters must attend at least one Fall 2020 statewide event – either (A) the 2020 Fall Advisory Meeting or (B) a 2020 Fall Regional Conference – AND the Spring 2021 Statewide Convention. This grace period is a temporary exemption and only applies to the 2019-20 school year; it does not apply to “good standing” requirements for future years, nor set precedent for future “good standing” criteria. (MOTION #2 CARRIED.) See the votes below.**

**MOTION #3) I hereby move we approve the sum of $50,000 to be paid in scholarships for 2020 from the operating budget. (MOTION #3 CARRIED.) See the votes below.**

**Email #46) From Kaycea Campbell, Board of Trustees Vice-President and State Advisory Board President, April 9th, to the Board of Trustees and some State Advisory Board Members, with the results from the Google Docs vote on the first three motions:**

Here are the results from the first 3 motions and we still have the Zoom attendance out there. I will provide those when it closes. Cheers-

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Advisor Name | AGS Chapter | School Name | Motion #1 | Motion #2 | Motion #3 |
| Chris Wardell | Alpha Beta | San Joaquin Delta College | Aye (yes) | Aye (yes) | Aye (yes) |
| Terry Green | Alpha Gamma | Santa Monica College | Aye (yes) | Aye (yes) | Aye (yes) |
| Matthew Lee Jaffe | Alpha Iota | Antelope Valley College | Aye (yes) | Aye (yes) | Aye (yes) |
| Andrea Wang | Alpha Sigma | College of Marin | Aye (yes) | Aye (yes) | Aye (yes) |
| Genele Rhoads | Alpha Theta | Solano Community College | Aye (yes) | Abstain | Aye (yes) |
| Kathy Headtke, et al | Aquarius | Allan Hancock College | Aye (yes) | Aye (yes) | Aye (yes) |
| Michael Levine | Delta  | San Bernardino Valley College | Aye (yes) | Aye (yes) | Aye (yes) |
| Rachel Cunningham | Eta | College of San Mateo | Aye (yes) | Aye (yes) | Aye (yes) |
| Chris Gilbert | Gamma Gamma | Cuesta College | Aye (yes) | Aye (yes) | Aye (yes) |
| Jerry Ramos | Gamma Omicron  | Cerritos College  | Aye (yes) | Aye (yes) | Aye (yes) |
| Ian Thomas-Bignami | Gamma Psi | Diablo Valley College | Aye (yes) | Aye (yes) | Aye (yes) |
| Piro & McBride | Gamma Tau | Merced | Aye (yes) | Aye (yes) | Aye (yes) |
| Raquel Gutierrez | IOTA | Citrus College | Aye (yes) | Aye (yes) | Aye (yes) |
| Joe Reyes | Omega | City College of San Francisco | Aye (yes) | Aye (yes) | Aye (yes) |
| Kathy Patterson | Omicron | Santa Ana College | Aye (yes) | Aye (yes) | Aye (yes) |
| Kaycea Campbell | Pi | LA Pierce College | Aye (yes) | Aye (yes) | Aye (yes) |
| Jennifer Nari | Rho Alpha Mu | Gavilan College | Aye (yes) | Aye (yes) | Aye (yes) |
| Alannah Rosenberg | Sigma Epsilon | Saddleback College | Aye (yes) | Aye (yes) | Aye (yes) |
| Viviana Villanueva  | Sigma Phi chapter  | RÃ­o Hondo College  | Aye (yes) | Aye (yes) | Aye (yes) |
| Valerie Venegas  | Sigma Pi | Golden West College | Aye (yes) | Aye (yes) | Aye (yes) |
| Lisa Carlsen | Sigma Rho | Chabot College | Aye (yes) | Aye (yes) | Aye (yes) |
| Ashley McHale | Sigma Theta | Las Positas College | Aye (yes) | Aye (yes) | Aye (yes) |
| Stephen Tootle | Xi | College of the Sequoias | Aye (yes) | Nay (no) | Aye (yes) |
|  |  |  | **Motion #1 23 =  Yes** | **Motion #2 21 = Yes1 =No1=Abstain** | **Motion #323 =  Yes** |

**While the voting was taking place, the discussion had begun about adding a fourth motion to make it easier for more chapters to be in good standing during the 2020-2021 school year. This discussion is mentioned in Emails #39-41.**

**Email #47) From Chris Capozzo, Member of the Board of Trustees and State Advisory Board President: April 8th, to the Board of Trustees and some State Advisory Board Members about creating a fourth motion:**

At this point, with voting ongoing and some chapters having already voted on the motions, I think it is unfair to change them mid-stream. Instead, I think we should just send a new motion:

*We move that, in order to ease access to the Fall Advisory Meeting and aid chapters in meeting the requirements to maintain good standing, advisors may attend the 2020 FAM remotely via Zoom Video Conferencing software.*

We could also consider this a trial run to see if this is something we like to implement regularly in the future.

**Email #48) From Chris Capozzo, Member of the Board of Trustees and State Advisory Board President: April 8th, to the Board of Trustees and some State Advisory Board Members with an additional thought about the rules we are developing:**

One additional thought (sorry for the flurry of e-mails, but I finally have a few minutes to devote to AGS instead of my classes). We should probably clarify, pursuant to the current motion on maintaining good standing (Motion #2), that **attending BOTH FAM and a Fall Regional Conference still fully meets the requirements for maintaining good standing**. I am not sure if the current wording of the motion accounts for this. But I do not think we want to foreclose this means for chapters to earn good standing.

**Email #49) From Kaycea Campbell, Board of Trustees Vice-President and State Advisory Board Treasurer, a fourth motion on a Google Docs form sent to Chris Capozzo who sent it to the State Advisory Board via Andrew Kindon for an up or down vote:**

**MOTION #4) We move that, in order to ease access to the Fall Advisory Meeting and aid chapters in meeting the requirements to maintain good standing, advisors may attend the 2020 FAM remotely via Zoom Video Conferencing software. (MOTION #4 CARRIED.)**

**Email #50) From Kaycea Campbell, Board of Trustees Vice-President and State Advisory Board Treasurer, April 26th, to the Board of Trustees and some State Advisory Board Members, with the results from the Google Docs vote on MOTION #4:**

Here are the results from the FAM vote (MOTION #4). Only one person voted nay.  I got message from Raquel from Iota asking about an all advisor meeting. I told her to initiate one via Andrew on Zoom, since she wanted to brainstorm what other advisors were doing concerning points etc. She also had some questions for Joe on the handling for permanent membership --I told her to reach out directly there. Let me know if I can help with anything else.   Continue to stay safe.

|  |  |  |  |
| --- | --- | --- | --- |
| Advisor Name | AGS Chapter | School Name | FAM ON ZOOM |
| Vanessa Schulz | Alpha | Pasadena City College | Aye (yes) |
| Chris Wardell | Alpha Beta | San Joaquin Delta College | Aye (yes) |
| Terry Green | Alpha Gamma | Santa Monica College | Aye (yes) |
| Matthew Lee Jaffe | Alpha Iota | Antelope Valley College | Aye (yes) |
| Andrea Wang | Alpha Sigma | College of Marin | Aye (yes) |
| Genele Rhoads | Alpha Theta | Solano Community College | Aye (yes) |
| Kathy Headtke | Aquarius | Allan Hancock College | Aye (yes) |
| Marwin Luminarias | Epsilon (Fullerton College) | Fullerton College | Aye (yes) |
| Rachel Cunningham | Ets | College of San Mateo | Aye (yes) |
| Chris Gilbert | Gamma Gamma | Cuesta College | Aye (yes) |
| Yvette Juarez Leanos | Gamma Omicron | Cerritos College  | Aye (yes) |
| Surekha Acharya | Gamma Sigma | Riverside City College | Aye (yes) |
| Jennifer McBride | Gamma Tau | Merced College  | Aye (yes) |
| Raquel Gutierrez | IOTA | Citrus College | Aye (yes) |
| Joe Reyes | Omega | City College of San Francisco | Aye (yes) |
| Kaycea Campbell | Pi | Los Angeles Pierce College | Aye (yes) |
| Jennifer Nari | Rho Alpha Mu | Gavilan College | Aye (yes) |
| Alannah Rosenberg | Sigma Epsilon | Saddleback College | Aye (yes) |
| Valerie Venegas  | Sigma Pi | Golden West College | Aye (yes) |
| Stephen Tootle | Xi | College of the Sequoias | Nay (no) |

**Email #51) From Kaycea Campbell, Board of Trustees Vice-President, May 5th, to the Board of Trustees and some State Advisory Board Members about waiving AGS late fees this year:**

Can I just waive AGS dues late fees or do I need a vote to do so?  I am getting emails because faculty are not on campus and may not even have access to their business office till Fall.  So to make it easier, I was asked if AGS could just waive the $14 - hence dues have a soft deadline of June 30 and a hard deadline of October 31.  I did not want to say yes and not follow the organizational rules. So please let me know the correct protocol here.

I kept the same email list, since I do not think the board had any changes and I made sure Brian is on here.

Also, Joe - I am getting queries about permanent membership and this semester that I do not know how to answer so I have been forwarding them to you. Maybe the board can help to come up with something that you send out to the entire membership.

I hope everyone is doing well.

**Email #52) From Chris Capozzo, Member of the Board of Trustees and now a rank-and-file member of the State Advisory Board: May 5th, to the Board of Trustees about waiving the late fee this year:**

As a rank-and-file member of the SAB … J … I think that waiving the late fee is an obvious work-around for our new reality. Like Obed, I am in favor of waiving the fee, and I predict that it would be strongly supported if it were brought to a vote. With that said, I believe that we should bring this to the entire SAB for a vote. There may be a provision that allows the executive board to make these decisions without full board approval, but it is probably just best to vote on it.

**Email #53) From Obed Vazquez, Board of Trustees President, May 5th, to the Board of Trustees and some State Advisory Board Members about waiving the late fee this year:**

Good question Kaycea.  I am in favor of waiving the fee but keeping the deadlines as targets.  It would be a good idea to send before all the schools end their academic year.   Of course, I defer to the rest of the SAB here.

**Email #54) From Kaycea Campbell, Board of Trustees Vice-President and State Advisory Board Treaurer, May 6th, sent by Andrew Kindon to the State Advisory Board about waiving the late fees and Motion #5:**

Some advisors have let me know they do not have access to their business offices till Fall 2020. As such, I present a motion to waive the $14 late fee for your dues form for only 2020-2021.

So, if this motion passes - mailing in dues forms after 6/30/2020 will NOT incur the usual additional $14 fee. However, you still must get the forms AND payment to me by 10/31/2020 to be in good standing.  If you can vote by this Friday (5/8/2020 at 1pm), so I can send out an amended dues form to the SAB, that would be great.  See the form to vote below.   Thank you.

**MOTION #5) We move that the $14 late fee for dues that arrive after 6/30/2020 be waived for the year 2020-2021. The deadline for all forms for good standing remains as 10/31/2020.**

**(MOTION #5 CARRIED.)**

**Email #55) From Kaycea Campbell, Board of Trustees Vice-President and State Advisory Board Treasurer, May 9th, sent by Andrew Kindon to the State Advisory Board about how to fill in in the amended dues form:**

Given that the SAB has voted to waive the $14 late fee, I am resending the amended dues form for 2020-2021 to reflect this change.  Please try and send me the dues form by 6/30/2020 via email, so we can tally our membership and I can project our total revenue. Nevertheless, you have until October 31st to send it in (with payment) without the late penalty.  Instructions again:

* Fill out this form in ADOBE (I really don't know how it works in other PDF viewers). You can download the free reader here if you don't have it on your computer (most have at least the reader though). [https://get.adobe.com/reader/](https://linkprotect.cudasvc.com/url?a=https%3a%2f%2furldefense.proofpoint.com%2fv2%2furl%3fu%3dhttps-3A__get.adobe.com_reader_%26d%3dDwMFAw%26c%3dtfV1y7VjMpp2c1x3NJOKE90M8g-mEaV1iV68RN7jMhE%26r%3dSzlp8JiqQGbssLy0crfcB15C6oRQULPMUvY5jvmM0HE%26m%3dx994tr7s7HdhPW3tLc7kG4S9vWeJ_hZJNykVTzixlPE%26s%3d35BWNv-W8CWpxn41A8hX3ZozzAyIgRrS-yNxNpYF_NY%26e%3d&c=E,1,ogMFiUo5MW15EK9qlKl8X5yW5LFQC2nzd7iip3igXon36PyN41XhmVQ3wzxUvXNaImn-UGAboY2pGy9N9KYtrJsK4ocvStz8vI6uf6v6&typo=1)
* Fill out the form like you normally do. Remember your membership is for Fall and Spring - so count membership in both semesters.
* If submitted (postmark on check) after June 30, 2020; the late fee is waived this year.  Still email in your dues form, so we can at least have our membership count and finances projected correctly.
* Choose the scholarship fund to pay to if your chapter wishes to donate into one of the funds. Donations are welcomed.
* Sign the form at the top digitally AFTER you have completed it - just click it and follow the steps for a signature.  If you have never done this before, it will ask you to create one (just choose CREATE A NEW DIGITAL ID) - do so and insert it.
* If the digital signature is giving you a problem, then please just sign it as a wet signature or email it form your school email to authenticate that the advisor is sending it in.
* After the form is complete and signed **SAVE IT & SEND AS AN ATTACHMENT TO AN EMAIL**. Send to campbekt@piercecollege.edu
* **IMPORTANT STEP: - All forms and checks need to be submitted by October 31 for good standing. The late fee has been waived for 2020-2021.**
* Checks should be made payable to AGS Inc. Do not make checks payable to me personally or to Pierce College.
* **This is new**: I am not on campus, since our classes are remote, so for NOW, please send these to my home address:
* You do not need to re-mail this form - just the check is fine once you submitted this dues form electronically. I will let you know when I receive the email too.
* After I receive your check, I will email you to let you know I got the form and check.
* You are also required to submit your permanent membership report to the Secretary of Eligibility. Even if you have no permanent members, email it to say none.
* The form is attached for convenience with the instructions on who to email this to. Do not email me PM reports, those go to Joe.
* Dues and PM reports are a part of the requirements for good standing.

If there are any questions or concerns, please let me know. Thanks, Kaycea

**Email #56) From Ashley McHale, State Advisory Board Scholarship Chair, May 15th, to the State Advisory Board about needing mailing addresses:**

I am gathering final details to release the scholarship winners for AGS, and I need your mailing address!

Kaycea and I discussed, and we decided to mail all chapter’s checks to the advisor, and let the advisor mail the checks individually to their students.  This adds a layer of checks for Kaycea, to ensure the checks are getting to the correct place.  Thus, the need for your mailing address!

Likely you submitted your AGS applications before this change was made in the online submission form, so I do not have it.  Please send it to me ASAP, OR you can click on the link in the email you received after submitting the applications to “edit your responses” and add it in Jotform there.  Whichever way I will get it, but I cannot send the scholarship recipients to Kaycea until she knows where to send the checks to! Please send quickly 😊

**Email #57) From Ashley McHale, State Advisory Board Scholarship Chair, May 15th, to the State Advisory Board about the scholarship readers and the scholarship recipients:**

TWO THINGS:

1. Scholarship readers were interested in what we were all accepting for community service points during the pandemic.  I created a Google Sheet for us to share our ideas widely. Sara posted it on our AGS website!  Visit [agshonor.org](https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fagshonor.org&c=E,1,sLY75UlK7QhuQTtoX23IDGQDYYGq74YbWJ7M8yU1W1O73ul9DhyIPKD40PxxfZLH77yM6uy3kXl37DnsDsWq4eJQ5DIWbVvwbljeeU9R0zIm&typo=1), and log into the Advisor’s page. The 2020 Spring Convention section, first link [Click Here to Share Your Community Service Ideas!](https://linkprotect.cudasvc.com/url?a=https%3a%2f%2furldefense.proofpoint.com%2fv2%2furl%3fu%3dhttps-3A__docs.google.com_spreadsheets_d_1r5waqWa-5FSPhBwUhG1mmm3LMf56kTu5CpKGyAbcTpg4c_edit-3Fusp-3Dsharing%26d%3dDwMFAg%26c%3dtfV1y7VjMpp2c1x3NJOKE90M8g-mEaV1iV68RN7jMhE%26r%3dSzlp8JiqQGbssLy0crfcB15C6oRQULPMUvY5jvmM0HE%26m%3dfZWIG1d7hEwgJGq7ObcJd8Gy2D9vkLixyZQyfCpHVEk%26s%3dzLvUvhpzi8gGHvw95ytk8tJ9mVRKiVnnLW_iT82ubDU%26e%3d&c=E,1,J6dxBQQ8PSukNL93eLzc09Dg6N52LXlmURX0OBCH6yrSIFthjbh4JEaafxOUUHhjxMl2IP1YFeO5gFre6GVnp05DH2uAamoZYu3CoC9jR4YLjjuwp7nKsak,&typo=1) (or you can click this hyperlink!)
2. Probably the real reason I am sending this email:  I would like to provide you with information regarding the AGS Scholarship Recipients for this year!

First: A tremendous thank you to our scholarship readers!

|  |  |
| --- | --- |
| Alannah Rosenberg | Saddleback College |
| David Patterson | College of Marin |
| David Powers | Las Positas College |
| Kathy Headtke | Allan Hancock College |
| Linda Whitten | Skyline College |
| Marwin Luminarias | Fullerton College |
| Matthew Jaffe | Antelope Valley College |
| Nick Arman | Fullerton College |
| Nicole Brown | San Joaquin Delta College |
| Rachel Cunningham | College of San Mateo |
| Valerie Venegas | Golden West College |

Attached please find the following files:

* $$StateScholarshipMasterHistory.pdf – this file contains the records of awards, including this year, just as I would have given for my report at Convention.
* At convention after lunch, nominees would receive certificates – it is a high honor to be nominated for these scholarships, and it is important that we continue that practice.  To save on postage, I have attached two master files that are arranged by CHAPTER in alphabetical order for your convenience. Both files contain all nominees, so if you want to print certificates for your chapter nominees, you can choose the first file below for completely blank paper, or the second file below if you have certificate paper you want to use.
	+ BW\_certificate\_2020Applicants.pdf (simple border around edge)
	+ BW\_certificate\_noborder\_2020Applicants.pdf (no border – intended for certificate paper)
	+ \*\*If you cannot print certificates for your chapter, email me. It will not happen right away, but I can get them to you in early fall.
* 2020\_Recipients.pptx – as if we were at Convention and I were presenting the checks, this powerpoint will auto-advance if you start the slideshow. You can read about all the scholarships and each student receiving the scholarship, in no particular order.
* 2020 AGS State ScholarshipWinners.xlsx - If you cannot stand the suspense that the powerpoint provides, check out the Excel File attached that lists winners, scholarship, and amount.

PLEASE use discretion with these files. Do not share the actual digital files with students; you can use the powerpoint to display for students to congratulate them, and if you want to edit it for your chapter alone, you can do so. Be sensitive with our students’ information and do not forward the files to students.

**Email #58) From Chris Gilbert, State Advisory Board Publicity Chair, June 8th, to the entire AGS organization concerning a model press release:**

Attached is a brief model press release you can use to notify local media about your college's scholarship winners. Please adjust as needed: change the students' names, add in your college name and address, and include your own contact information. Best Wishes

|  |
| --- |
| ALPHA GAMMA SIGMAThe California Community College Scholastic Honor Society |

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Press Release

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| --- | --- | --- |
| WHO:  |  | Cuesta College students Mia Alexander and Wei Xu |
|  |  |  |
| WHAT: |  | Were awarded scholarships of $900 and $1000, respectively, by Alpha Gamma Sigma (AGS), the academic honor society and service organization of the California Community Colleges |
|  |  |  |
| WHY:  |  | Every year, AGS awards merit-based scholarships to students who excel in academics and community service. This year, 44 student members of AGS received scholarships totaling $49,100. Ms. Alexander received the Ed Walsh Award, which recognizes outstanding service. Mr. Xu received the Kathleen D. Loly Award, which recognizes academic excellence.  |
| WHEN: |  | May 20, 2020  |
|  |  |  |
| WHERE: |  | [local college name/address] |
|  |  |  |
| CONTACT: |  | [local advisor contact info] |