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| **http://www.clpccd.cc.ca.us/lpc/whathere/ags/agslogo.gif** | **Alpha gamma sigma, inc.**  **fall Advisor meeting**  **October 6th, 2018**  **Chabot College, Hayward, Ca** |

*Standing Rules for the Order of Business:*

1. The agenda is fixed once a motion to accept, amend, add to, and/ or change an agenda has passed.

1. All items listed as action items will begin with a motion.
2. All items listed as non-action contain information only. No action will be taken on these items. Future agenda issues may surface from these items and, if they do, they should be noted for future agendas.
3. Old business and new business will be handled first after the meeting is called to order, the minutes have been approved, and the agenda is set.
4. Debate on all action items on the agenda will follow an alternate pattern of “one member speaking for” and then “one member speaking against” the issue so as to facilitate the discussion, eliminate repetition of ideas, and air both sides; once one side of the debate no longer has a member speaking either pro or con, the debate will end, and the question will be called to a vote.
5. The debate on a particular action item should not exceed ten minutes unless the body wishes to extend the time allotted for discussion.
6. All reports should contain non-action items only.
7. Anything embedded in a report that is significant and merits discussion as an action item should be identified as such when the agenda is being set at the beginning of the meeting or should be held over as a future agenda item.
8. **Call to Order and President’s Opening Remarks:** President Megan M. Lange called the meeting to order at 9:02 AM. Lisa Carlsen of Chabot College welcomed everyone to her school for this meeting.
9. **Self-Introductions:** The advisors gave their name and school and the introductions were completed.
10. **Explanation of the Sign-In Process**: Secretary Terry Green was absent but sent the Attendance Form to President Megan Lange so the board could fill it in. Everyone was asked to please sign it as the 2 out of 3 rule was in effect.
11. **Explanation of the Standing Rules:** Valerie Venegas read the above Standing Rules for the Order of Business so that our meeting would run smoothly.

**FALL ADVISORY BOARD ATTENDANCE:**

ANTELOPE VALLEY COLLEGE: Matthew Lee Jaffe

BARSTOW COLLEGE: JoAnn Garcia (Proxy: Joycee Beck)

CERRITOS COLLEGE: Jerry Ramos

CHABOT COLLEGE: Lisa Carlsen

CITY COLLEGE OF SAN FRANCISCO: Joe Reyes

DIABLO VALLEY COLLEGE: Chris Capozzo, Obed Vazquez

COLLEGE OF SAN MATEO: Rachel Cunningham

GOLDEN WEST COLLEGE: Valerie Venegas

LAS POSITAS COLLEGE: Ashley McHale, David Powers

LOS ANGELES PIERCE COLLEGE: Kaycea Campbell, Lisa Valdez

ORANGE COAST COLEGE: Teresa Scarbrough

RIVERSIDE CITY COLLEGE: Joycee Beck

SADDLEBACK COLLEGE: Alannah Rosenberg

SAN JOAQUIN DELTA COLLEGE: Chris Wardell

SANTA ANA COLLEGE: Megan Lange

SKYLINE COLLEGE: Erik Fenoggisro, Linda Whitten

SOLONO COLLEGE: Kristina Ferrebee

WEST LOS ANGELES COLLEGE: Thomas Harjuno

1. **Additions/Deletions to the Agenda Section:** President Megan Lange noted that items not sent to the Chair could now be added to the agenda. The following items were moved to be added to the agenda: XII Q. New Advisor Committee Report and XIII E. Advisor Compensation.
2. **Approval of the Agenda:** The agenda was approved with the additions listed above.
3. **Corrections to and Approval of the Minutes**: The minutes were approved with no corrections.
4. **Corrections and Updates to the State Advisory Board Directory:** Alannah Rosenberg asked for a clarification of the “webmaster” position.
5. **Old Business:**

**CD Purchase in 2018:** Following the direction of a motion at the Spring Convention in San Jose, Kaycea Campbell, our State Treasurer, informed us that we had purchased a CD for $100,000 at 2.05% interest maturing on January 31, 2019. Chris Capozzo asked how much interest would accrue by that date and Chris Wardell, the Board of Trustees Treasurer, estimated that the amount would be around $1,800. (Note: The $100,000 was money made from convention profits over the last several years and was created to help make sure the hotel was paid on time at each convention as chapters often were late in getting their checks to the state treasurer. Rather than have that money just sit in a bank and make little interest, we had decided previously to allow that fund to accrue more interest between conventions.

1. **New Business:**

* + 1. **Skyline College Activation:** Linda Whitten told us that her school’s AGS chapter at Skyline College had been defunct for around 20 years and are hoping to re-activate. Kaycea Campbell told her that the re-activation fee is $75. Lisa Valdez said that she would check her collected information at Pierce to determine what was Skyline’s original chapter name. She would then get back to Linda with the name. Chris Wardell welcomed new advisors attending this meeting.

* + 1. **Request for Funding for Travel for President Megan Lange: MOTION #1)** Chris Wardell moved that Megan Lange be reimbursed up to $200 for her travel expenses to this meeting. Joe Reyes seconded the motion. **(MOTION #1 WITHDRAWN.)** The motion was withdrawn by Chris Wardell because he noted that her expenses were already set to be re-paid according to our by-laws.
    2. **Advisors Handbook A-Z Updates:** The question was asked if anyone was involved in updating the Advisors Handbook. Terry Scarbrough volunteered to do the job of updating the Handbook. The entire board gave her a “thumbs up” for taking on this task.
    3. **Addition of Website Contest to Convention Contests: MOTION #2)** Joycee Beck moved that we add under Contests on page E-7 Rule 4. StdR:  
       The AGS Contests will be expanded to include a website contest that must be student produced. Ashley McHale seconded the motion. **AMENDMENT TO MOTION #2)** Alannah Rosenberg amended the motion and added the following: There will be the creation of a committee to oversee and evaluate the terms of the contest rules. Chris Wardell seconded the motion. The discussion about the above included the following comments: Obed Vazquez said that years ago when we had a website contest, issues arose that some chapters were using “professional services” to improve their site. Chris Cappozo asked how we would verify whether chapters were getting professional help. Ashley McHale commented that we do not know whether chapters were getting professional help to design their t-shirt or create their newsletter but we assumed they were not. Chris Wardell said that he did not feel that any chapter advisor would collude in using professionals to design his or her chapter’s website. Valerie Venegas added that different colleges may limit or have restrictions on the websites. **(AMENDMENT TO MOTION #2) CARRIED.)**  **(MOTION #2 CARRIED.)**
    4. **Election of Vice-President/President Elect North:** The Vice-President/President Position was open for this year. **MOTION #3)** Obed Vazquez nominated Chris Capozzo for the position. Matthew Jaffe seconded the motion. **(MOTION #3 CARRIED.)** Chris Capozzo will be vice-president this year of the State Advisory Board and will be the president of the Stated Advisory Board next year.

1. **Calendar Update:**

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| Event | Date | College |
| 2018 Spring Convention  (North) San Jose, CA | April 13-15, 2018 | Host: Merced College  Registration: Las Positas College |
| 2018 FAM (North) | October 6, 2018 | Chabot College |
| 2018 Northern Regional Conference | November 3, 2018 | Host and Registration: Las Positas College |
| 2018 Southern Regional Conference | October 20, 2019 | Host: Golden West College |
| 2019 Spring Convention  (South) Ontario, CA | April 5-7, 2019 | Host: Riverside College  Registration**:** Santa Ana College |
| 2019 FAM (South) | October 5, 2019 | Host: Cuesta College |
| 2019 Northern Regional Conference |  | Host and Registration: Chabot College |
| 2019 Southern Regional Conference |  | Citrus College |
| 2020 Spring Convention (North) Sacramento, CA | April 24-26, 2020 | Host: Fresno College  Registration: Reedley College |
| 2020 FAM (North) | October 3, 2020 | San Joaquin Delta College |
| 2020 Northern Regional Conference |  | Host: Diablo Valley College  Registration: Contra Costa College |
| 2020 Southern Regional Conference | October 17, 2020 | Host: Saddleback College  Registration: Orange CoastCollege |
| 2021 Spring Convention  (South) Ontario, CA | April 16-18, 2021 | Host and Registration: Santa Ana College |
| 2021 FAM (South) | First Saturday of October | Rio Hondo College |
| 2021 Northern Regional Conference |  | Host and Registration: Delta College |
| 2021 Southern Regional Conference |  |  |
| 2022 Spring Convention |  |  |
| 2022 FAM | First Saturday of October | Diablo Valley College |
| 2022 Southern Regional |  |  |
| 2022 Northern Regional |  |  |
| 2023 FAM | First Saturday of October | West Los Angeles College |

**XII. Reports:**

1. **Board of Trustees Report:** Obed Vazquez stated that the Board of Trustees Meeting would begin at 3 PM in the afternoon. Valerie Venegas pointed out that the meeting could begin earlier if the State Advisory Board Meeting were to conclude sooner than expected.
2. **SAB President Report:** No Report
3. **SAB President-Elect Report:** Chris Capozzo noted that he is excited to be our next president!
4. **SAB Vice-President Elect Report:** No Report
5. **Secretary Report:** No Report
6. **Treasurer Report:** 1) Kaycea Campbell handed out a two-page report about our current economic situation. 2) She thanked the committee that reviews our monthly statements so that we have proper accounting of all expenditures. 3) She told us that Thomas Harjuno handles all jewelry transactions. 4) She mentioned that our jewelry account has about $7,000. 5) She told us that Thomas keeps her informed of our inventory levels and when additional jewelry needs to be purchased. 6) She said that 32 chapters were paid up as of October 6th, 2018. 7) She said that she had received $27,846.00 in scholarship contributions. 8) She expected to receive more money as some chapters had not yet sent in their dues which had to be submitted by October 31st. 9) There were questions regarding what happens to the funds collected from the dues and the money that was donated for specific scholarships. (Note: The last two years $45,000 was given out in scholarships, the most ever in AGS history.)
7. **Vice-Treasurer Report:** No Report
8. **Chair of Scholarships Report:** Ashley McHale told us that she was working on making the submission of the scholarship applications paperless. She said that one avenue she was looking at was “Google Forms” but she was not sure how secure uploading would be. She was also considering “JotForm” as an avenue of submission because she thought uploading would be more secure but there was a question about how many forms could be submitted. She expressed concerns whether colleges would be able to create PDF documents in one file. She encouraged the advisors at the meeting to become scholarship readers so they would be able to better understand the scholarship process. She noted that she had been a reader for four years and was better able to assist her students with AGS scholarship applications. Linda Whitten asked if there was a rubric for the readers and Ashley indicated there was. Alanna Rosenberg commented that the scholarship committee should say that the fee/payment form should reflect “all scholarships” instead of specific scholarships. She thought we might have problem with an audit. Linda Whitten thought the “Annual Chapter’s Dues Form did not need revising. Obed Vazquez added that many scholarships come from the advisors themselves.
9. **Secretary of Extension and Eligibility Report:** Joe Reyes stated that we have 32 chapters in good standing and 12 which are not in good standing. He stated that he would be activating both Skyline College and Crafton Hills College.
10. **Secretary of Intercollegiate Relations Report**: No Report
11. **Advisory Board Directory Editor Report:** No Report
12. **Webmaster Committee Chair Report:** Sara Kelley was not present so President Megan reported for her. She told us that we will be using “Square Space.com” and the URL is <https://sarah-kelley-sxmb.squarespace.com>. She said that any images could be forwarded to [Kelley\_sara@sac.edu](mailto:Kelley_sara@sac.edu). It was discussed whether the current domain name should be kept as [www.ags.honor.org](http://www.ags.honor.org). It was discussed whether permanent members or award winners should be included on the website. Chris Wardell expressed concerns about security and keeping the names safe. Jerry Ramos suggested that we have a “sign-in” feature for members only. Erik Fenoggisro mentioned that it would be important to have security features built in now as they would be easier to implement than at a later date.
13. **Parliamentarian Report:** No Report
14. **Publicity Chair Report:** No Report
15. **Secretary of Standing Rules Report:** No Report
16. **Historian/Keeper of the Records Report:** Lisa Valdez told us that two-thirds of the hard copy old files that she had received have been scanned and now are pdf. files.She was concerned about where to store electronic digital files since flash drives can be erased or demagnetized. Jerry Ramos suggested that One Drive or another online professional service could be used for the storage of our files so they would be safe. Alannah Rosenberg observed that Lisa Valdez was storing some fascinating information. Valerie Venegas added that we are close to becoming a 100-year organization and we have plenty of information to preserve.
17. **New Advisor Report:** Mary Alice Majoue was not present so Terry Scarbrough talked about what she was doing to help new advisors. She said that she was updating the handbook to include an index to help new advisors be able to find needed information more quickly. She said that she was looking at what we already have in our FAQ. She said that she wanted to create a usable FAQ that included key information such as critical due dates.

**XIII. Discussion (Non-Action Items):**

1. **Credit Union/Bank Account Update:** State Treasurer Kaycea Campbell told us that we had decided to transfer our state treasury from Wells Fargo to Golden One Credit Union at a previous meeting. She told us that she was unable to do so because Golden One does not work with corporations. Linda Whitten suggested that we move our money to First Republic Bank.
2. **2020 Convention at the DoubleTree Hotel in Sacramento:** Chris Wardell told us that he visited the hotel this past April. He observed that the hotel looked a little worn looking but otherwise should work out great for our Northern California conventions. The hotel had many public rooms for our workshops and meetings. Another positive was that the hotel had a mall directly across the street that has a food court and restaurants. That should make it easy for chapters to find inexpensive meals when they arrive on Friday night. One negative was that the DoubleTree charges for parking so chapters who drive in will have that extra expense. Another negative was that the shuttles between the hotel and the airport were primarily for airline employees. It may be that we will have to have chapters who drove in assist those who fly in get from the airport to the hotel.
3. **Non-Profit Status and Soliciting Grants:** Kaycea Campbell wondered if AGS had ever wrote or asked for grants. (Note: To her knowledge, she did not think so.) Linda Whitten said that we should develop a relationship with the Chancellor’s Office. Chris Wardell said that it was important for our organization to have good relationships with local colleges and universities. Terry Scarbrough asked about how many students were attending conventions. Advisors estimated that the conventions ranged around 500 and sometimes more. It was mentioned that conventions were a great place for dignitaries to be our guest speakers. Alannah Rosenberg said that she could ask the mayor of Sacramento to be our speaker at a future convention.
4. **Electronic Registration for the Convention:** Kaycea Campbell told us that Riverside College would be the host at next year’s convention and that Santa Ana College would handle registration. She showed how registration could be done electronically by using jotform.com. Using a computer, she projected the possible form on the screen which was modeled after the hard-copy form that had always been used in the past.
5. **Advisor Compensation:** Lisa Carlsen wanted to know if other advisors were getting compensation for working with their chapters. Ashley McHale said she was getting flex hours for her advising, networking and professional development. Matthew Jaffe said that he also got flex time for advising along with workshops and committees. Alannah Rosenberg said that she got released time for advising. Jerry Ramos said that he got no compensation at his school. It was agreed that this discussion should continue at future meetings.

**XIV.** **Announcements:**

1. **Northern Regional Conference:** The Northern Regional Conference will be held on 11/3/18 at Las Positas College. The conference’s theme is “Building Bridges to the Future”. The guest speaker will be Erna Graz, a retired professional who is trying to build a school in Tanzania. The workshops will include ones on studying abroad, yoga, resumes and community service beyond college.
2. **Southern Regional Conference:** The Southern Regional Conference will be held on 10/20/18 at Golden West College. The conference’s them is “Building Character Through Service”. The guest speaker will be Jason Harper who teaches young people how to resolve conflict nonviolently. Valerie Venegas, host of the conference, told the other advisors from the south to get their registrations in quickly as the conference was only two weeks away.
3. **Student Trustee Meeting at the Convention:** Joycee Beck had questions about the purpose of this meeting. Ashley McHale stated that historically this meeting was to decide which organization the chapters throughout the state would assist the following school year. The two student trustees had the responsibility to lead the meeting and determine who we would help next. (In the past few years we have helped organizations such as “Big Brothers and Big Sisters”. Chris Wardell provided a heartwarming story about how his being involved with “Be the Match” was such an important event in his life. Megan Lange suggested that we could add a page for the “student trustees” to our new website so that the student trustees will have a way to communicate with the general members throughout the state.
4. **Chapter Name for Skyline College:** Lisa Valdez who has been collecting all our records at Pierce College stated that there was a motion to have a Greek name for Skyline’s College way back in 1994. Linda Whitten and Erik Fenoggisro said that they would check at their school to see what they could find out about if their chapter already had a name.

**XV.** **Adjournment:** The meeting was adjourned at 12:30 PM.

**NOTE: A special thank you to Jerry Ramos who substituted for Terry Green and took these minutes!**

**NOTE ALSO: Kaycea Campbell’s State Treasurer’s Report entitled “Financial Snapshot for AGS” is included after this page.**