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*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 Chris Kox called the meeting to order at 10:30 AM. Chis Kox appointed Ian Thomas-Bignami to serve as parliamentarian for the meeting as Valerie Venegas, our parliamentarian, was unable to attend the convention this weekend.
9. **Self-Introductions:** President Chris Kox asked us to keep the introductions short as we were starting later than usual because we were allowing for time for different committees to meet before the State Advisory Board meeting was to start. The advisors gave their name and school and the introductions were completed quickly.
10. **Explanation of the Sign-In Process**: Secretary Terry Green explained the attendance form and how each advisor should print and sign it. Some advisors indicated that they would be proxies for advisors from other colleges so they the chapters of the absent advisors would receive credit for attendance at this convention.
11. **Explanation of the Standing Rules:** Ian Thomas-Bignami, substituting for Valerie Venegas, read the above Standing Rules for the Order of Business so that our meeting would run smoothly.

**MORNING SESSION ATTENDANCE:**

ALLAN HANCOCK COLLEGE: Joann Bellrose, Kathy Headtke, Mary Alice Majoue, Mike Serpa

ANTELOPE VALLEY COLLEGE: Matthew Lee Jaffe

BARSTOW COLLEGE: Eduardo Vasquez

CABRILLO COLLEGE: Yves Tan

CERRITOS COLLEGE: Yvette Juarez

CHABOT COLLEGE: Lisa Carlsen

CITRUS COLLEGE: Jennifer Law, Julie A. Law

CITY COLLEGE OF SAN FRANCISCO: Chris Kox, Joe Reyes, Fred Teti

COLLEGE OF MARIN, KENTFIELD: David J. Patterson, Andrea Wang

COLLEGE OF THE SEQUOIAS: Stephen Tootle

CUESTA COLLEGE: Chris Gilbert

DIABLO VALLEY COLLEGE: Chris Capozzo, Ian Thomas-Bignami, Obed Vazquez

FRESNO CITY COLLEGE: Karla Kirk, Cheryl Sullivan

GALIVAN COLLEGE: Jennifer Nari

GLENDALE COLLEGE: Angine Aslanian

GOLDEN WEST COLLEGE: Teresa Scarbrough (Proxy for Valerie Venegas)

LAS POSITAS COLLEGE: Adeliza Flores, Ashley McHale

LONG BEACH CITY COLLEGE LAC: Geetha Rajaram

LOS ANGELES HARBOR COLLEGE: Megan Lange (Proxy for Shazia Khan)

LOS ANGELES PIERCE COLLEGE: Kaycea Campbell, Lisa Valdez

LOS MEDANOS COLLEGE: Ian Thomas-Bignami (Proxy for Phil Gottlieb)

MERCED COLLEGE: Jennifer McBride, Vince Piro

MOUNT SAN ANTONIO COLLEGE: Blanca Juarez, Cynthia Orozco

ORANGE COAST COLEGE: Teresa Scarbrough

PASADENA CITY COLLEGE: Vanessa Schulz

REEDLEY COLLEGE: Shivon Hess

RIO HONDO COLLEGE: Irene Truong

RIVERSIDE CITY COLLEGE: Joycee Beck

SADDLEBACK COLLEGE: Alannah Rosenberg

SAN BERNADINO VALLEY COLLEGE: Melissa King, Susan Mattson

SAN JOAQUIN DELTA COLLEGE: Chris Wardell

SANTA ANA COLLEGE: Megan Lange, Sara Kelley

SANTA MONICA: Terry Green, John Quevedo, Brian Rodas

WEST VALLEY COLLEGE: Tina Golaw

1. **Additions/Deletions to the Agenda Section:** Under X. New Business: Item B was changed from Exemption for Glendale College to All Exemptions. Under X. New Business the following items were added: Item H: Distinguished Teacher Award for 2019, Item I: Transferring Money from Wells Fargo, Item J: Investing Cash, Item K: Website, and Item L: Nominations for Three New Trustees. Under XII. Reports: the following items were added: Item R: New Advisor Report, Item S: Finance Committee Report and Item T: Student Trustees Report.
2. **Approval of the Agenda:** The agenda was improved with the additions listed above.
3. **Corrections to and Approval of the Minutes**: The minutes were approved with the following correction: Theresa Scarbrough’s name needed to be correctly spelled in the minutes as Teresa Scarbrough. Secretary Terry Green agreed to make the necessary corrections to the document.
4. **Corrections and Updates to the State Advisory Board Directory:** We agreed to work on the State Advisory Board Directory after lunch when State Advisory Board Editor Andrew Kindon would be able to be present to tell what needed to be done.
5. **Old Business:**
	* 1. **Committee Structures:** 1) The committees met in this room before the State Advisory Board meeting began. 2) It was agreed that it would be better to have different rooms for each committee to meet at future conventions. (The committees all had to meet during the same time in this room and it proved to be inconvenient and difficult to conduct business.) 3) It was agreed that we should allocate time for the committees to meet at future Fall Advisory Board meetings as well. 4) State Treasurer Kaycea Campbell noted that she could negotiate for extra rooms at the hotels for committee meetings at future conventions but that she would need to know how many committees would need meeting rooms by the convention deadline. 5) Teresa Scarbrough complimented Kaycea for all the work she had done with the San Jose DoubleTree to make this convention happen. 6) Kaycea congratulated Las Positas College for all the help she received from them with the registration for this convention.
6. **New Business:**

* + 1. **Request for Funding Trips for President Chris Kox: MOTION #1)** Fred Teti moved that Alpha Gamma Sigma, Inc. reimburse State Advisory Board President Chris Kox $200 as described in Standing Rule #11. Terry Green seconded the motion. **(MOTION #1 CARRIED.)**

* + 1. **All Exemptions: MOTION #2)** Angine Aslanian moved that Glendale College, Gamma Chapter, be exempted from being required to fulfill the criteria required for good standing as stated in the by-laws, Article III Section 8, as the advisor has newly assumed the position. Eduardo Vasquez seconded the motion. **(MOTION #2 CARRIED.) MOTION #3)** Teresa Scarbrough moved that Orange Coast College, Alpha Kappa Chapter, be granted an exemption for good standing. Fred Teti seconded the motion. **(MOTION #3 CARRIED.)**
		2. **Paperless Convention Registration/Annual Dues:** Kaycea Campbell, as our new State Treasurer, told us that she would like to see our organization do more of its business electronically. **MOTION #4)** Kaycea Campbell moved that we consider doing a gradual process of paperless registration, starting with Annual Dues Collection for 2018, with a budget not to exceed $1,000 for technical workflows to simulate the registration process electronically. Terry Green seconded the motion. **(MOTION #4 CARRIED.)** 1) The dues fillable forms will be sent electronically this June. 2) The checks will still have to be mailed in as usual. 3) Kaycea told us the $1,000 budget just in case there are expenses for what she wants to accomplish. 4) Kaycea envisions the day when the fillable forms would be available on our website.
		3. **Paypal Account for AGS: MOTION #5)** Kaycea Campbell moved that we consider adding the option of payment electronically with an online merchant with an integration on the website for AGS. Terry Green seconded the motion. **(MOTION #5 CARRIED.)** 1) This motion would not affect many colleges as most colleges make their payments using checks only. 2) This motion could potentially help a couple of colleges that have an option to pay electronically besides checks alone. 3) It was noted that the transaction fees for paying electronically could be a major extra expense especially for those chapters with large memberships.

* + 1. **Officer in Liaison to Student Trustee: MOTION #6)** John Quevedo moved that each chapter assign its chapter or designee the role of liaison with the North/South Student Trustee. Mary Alice Majoue seconded the motion. **(MOTION #6 CARRIED.)**

* + 1. **Formation of Convention Committee to Distribute Workload:** State Treasurer Kaycea Campbell told us that preparing for the convention is a lot of work. She told us that we are moving from the San Jose DoubleTree to the Sacramento DoubleTree in 2020 and there is a lot of reviewing of documents and negotiating to do with the hotel. It was decided that rather than create a new committee entitled the Convention Committee that the current Finance Committee would assume the responsibilities of assisting Kaycea with the paper work and negotiations, so they would not all fall on her shoulders in the future.
		2. **Slate of Officers for 2018-2019:** The following slate of officers was elected:
			1. President – Megan Lange
			2. VP/President Elect (North) – Heather Paul
			3. Vice-President Elect (South) – Brian Rodas
			4. Secretary – Terry Green
			5. Treasurer – Kaycea Campbell
			6. Vice-Treasurer – Thomas Harjuno
			7. Chair of Scholarships and Awards – Ashley McHale
			8. Vice-Chair of Scholarships and Awards – Vince Piro
			9. Secretary of Extension and Eligibility – John Reyes
			10. Collector of Permanent Records – Lisa Valdez
			11. Secretary of Intercollegiate Records – Terry Scarbrough

The following were appointed officers for 2018-2019 (as per bylaws):

1. Advisory Board Directory Editor – Andrew Kindon
2. Webmaster
3. Parliamentarian – Valerie Venegas
4. Publicity Chair – Chris Gilbert
5. Secretary of Standing Rules - Chris Gilbert
6. Historian – Lisa Valdez

**MOTION #7)** Ian Thomas-Bignami moved that we dissolve the website position and transfer all responsibility for the website to the website committee. Terry Green seconded the motion. **(MOTION #7 CARRIED.)**

This motion means that Sara Kelley, the chairperson of the website committee, will now take over the website replacing Rowena Mendoza.

* + 1. **Distinguished Teacher Award for 2019: MOTION #8)** John Quevedo, esteemed advisor of the Alpha Gamma Chapter at Santa Monica College be considered by the AGS State Advisory Board, to receive the Distinguished Service Award in 2019. Fred Teti seconded the motion. **(MOTION #8 CARRIED.)**
		2. **Transferring Money from Wells Fargo: MOTION #9)** Chris Wardell moved that as soon as reasonably possible, the Wells Fargo Bank checking account be closed and the funds be transferred to a Golden 1 Credit Union checking account. Terry Green seconded the motion. **(MOTION #9 CARRIED.)** Golden 1 Credit Union was chosen because it has branches in both Southern and Norther California.

The State Advisory Board adjourned for lunch at 11:55.

 **AFTERNOON SESSION ATTENDANCE:**

ALLAN HANCOCK COLLEGE: Kathy Headtke, Mary Alice Majoue

ANTELOPE VALLEY COLLEGE: Matthew Lee Jaffe, Alberto Mendoza

BARSTOW COLLEGE: Eduardo Vasquez

CABRILLO COLLEGE: Yves Tan

CERRITOS COLLEGE: Yvette Juarez

CHABOT COLLEGE: Lisa Carlsen

CITRUS COLLEGE: Jennifer Law, Julie A. Law

CITY COLLEGE OF SAN FRANCISCO: Chris Kox, Joe Reyes, Fred Teti

COLLEGE OF MARIN, KENTFIELD: David J. Patterson, Andrea Wang

COLLEGE OF THE SEQUOIAS: Stephen Tootle

CUESTA COLLEGE: Chris Gilbert

DIABLO VALLEY COLLEGE: Chris Capozzo, Ian Thomas-Bignami, Obed Vazquez

FRESNO CITY COLLEGE: Karla Kirk, Cheryl Sullivan

GALIVAN COLLEGE: Jennifer Nari

GLENDALE COLLEGE: Angine Aslanian

GOLDEN WEST COLLEGE: Teresa Scarbrough (Proxy for Valerie Venegas)

LAS POSITAS COLLEGE: Adeliza Flores, Ashley McHale

LONG BEACH CITY COLLEGE LAC: Geetha Rajaram

LOS ANGELES HARBOR COLLEGE: Shazia Khan

LOS ANGELES PIERCE COLLEGE: Kaycea Campbell, Lisa Valdez

LOS MEDANOS COLLEGE: Ian Thomas-Bignami (Proxy for Phil Gottlieb)

MERCED COLLEGE: Jennifer McBride, Vince Piro

MOUNT SAN ANTONIO COLLEGE: Blanca Juarez, Cynthia Orozco

ORANGE COAST COLEGE: Teresa Scarbrough

PASADENA CITY COLLEGE: Vanessa Schulz

REEDLEY COLLEGE: Shivon Hess

RIO HONDO COLLEGE: Irene Truong

RIVERSIDE CITY COLLEGE: Joycee Beck

SADDLEBACK COLLEGE: Alannah Rosenberg

SAN BERNADINO VALLEY COLLEGE: Melissa King, Susan Mattson

SAN JOAQUIN DELTA COLLEGE: Chris Wardell

SANTA ANA COLLEGE: Megan Lange, Sara Kelley

SANTA MONICA: Terry Green, John Quevedo, Brian Rodas

WEST VALLEY COLLEGE: Andrew Kindon

We returned from our lunch break at 2:15 PM.

* + 1. **Investing Cash: MOTION #10)** Chris Wardell moved on around May 15th of each year, the State Advisory Board Treasurer be directed to invest 80% of the checking account balance in a certificate of deposit maturing in 6 to 9 months from that date.Terry Green seconded the motion. **(MOTION #10 CARRIED.)** 1) Chris Wardell told us that we have approximately $100,000 in a fund to help us cover hotel expenses when the hotel needs to be paid a large sum long before the convention. 2) He told us we could take 80% of this fund and put in into a secure CD and take the money out in time for us to be able to use it for the next convention. 3) He said that this would be the best and safest way to earn some interest with a large portion of our hotel fund.
		2. **Website: MOTION #11)** Chris Gilbert moved that the State Advisory Board approve spending the funds already earmarked for the website on the development of a new website through Square Space. Ian Thomas-Bagnini seconded the motion. **(MOTION #11 CARRIED.)** 1) Chris Gilbert told us that amount available is in the State Treasurer’s records would be used to develop the new website. 2) He told us that Square Space was very user friendly and had real potential for us to have a much more modern website that would be beneficial to our organization. 3) He told us that the website committee would seek input from all advisors via email as to what features the new website should have.

\*We moved **XII. Reports: T. Student Trustees Report** to this part of our meeting so that we could hear from our student trustees as to what the students had decided our next service project should be. **MOTION #12)** Isabel Rodriguez, Student Trustee from the South, and Andrew Young, Student Trustee from the North moved that the 2018 statewide service project be concerned with mental health in the state of California. Terry Green seconded the motion. **(MOTION #12 CARRIED.)**  1) Last year the project was to help the Big Brothers and Big Sisters organizations but little was done because of a lack of communication. 2) This year the students decided that they did not want to work with one particular organization but make the emphasis, mental health. For example, chapters could work with health professionals at their colleges to promote mental health at their schools. 3) Isabel and Andrew hoped there could be better communication between chapters and they were looking forward to a much more functional website that is easily updated. 4) It was suggested that chapters should use the current website to communicate about the state project for now until the new website is up and running. 5) It was decided that there should be workshops at both the Southern and Northern Regional Conferences in the fall to find out how the state project is progressing.

* + 1. **Nominations for the 3 New Trustees: MOTION #13)** Obed Vazquez moved that Chris Capozzo of Diablo Valley College, Matthew Jaffe of Antelope Valley College, and Ashley McHale of Las Positas College serve as trustees on the Board of Trustees. Terry Green seconded the motion. **(MOTION #13 CARRIED.)** They will serve 4-year terms from 2018 to 2022.
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 | TBA | Host: Golden West College |
| 2019 Spring Convention(South) Ontario, CA | April 5-7, 2019 | Host: Riverside CollegeRegistration**:** Santa Ana College |
| 2019 FAM (South) | First Saturday of October | 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 CollegeRegistration: Reedley College |
| 2020 FAM (North) |  | San Joaquin Delta College |
| 2020 Northern Regional Conference |  | Host: Diablo Valley CollegeRegistration: Contra Costa College |
| 2020 Southern Regional Conference | October 17, 2020 | Host: Saddleback CollegeRegistration: Orange CoastCollege |
| 2021 Spring Convention(South) Ontario, CA | April 16-18, 2021 | Host and Registration: Santa Ana College |
| 2021 FAM (South) |  | Rio Hondo College |
| 2021 Northern Regional Conference |  | Host and Registration: Delta College |
| 2021 Southern Regional Conference |  |  |
| 2022 Spring Convention |  |  |
| 2022 FAM |  | Diablo Valley College |
| 2022 Southern Regional |  |  |
| 2022 Northern Regional |  |  |
| 2023 FAM |  | West Los Angeles College |
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**XII. Reports:**

1. **Board of Trustees Report:** Obed Vazquez reported that the Board of Trustees for 2018-2019 would consist of President Obed Vazquez, Vice-President Kaycea Campbell, Secretary Terry Green, Treasurer Chris Wardell, and trustees Lisa Carlsen, Megan Lange, and Valerie Venegas. The newly elected trustees would be Chris Capozzo, Matthew Jaffe, and Ashley McHale. The student trustees would be Isabel Rodriguez and Andrew Young. He told us our financial advisor continues to be Monica Peterson and that last year we liquidated our annuity and dramatically transformed our portfolio. Earlier this year our endowment fund reached a high of $820,000 but has gone down to $781,000 due to the volatility of the market. He told us the long-term goal of the Board of Trustees is to someday be able to totally self-fund our scholarships using the yearly growth from our endowment fund. He mentioned that we owe a debt of gratitude to Kathleen D. Loly who started this fund by donating the sale of her house to AGS many years ago.
2. **SAB President Report:** Chris Kox told us that he had retired from City College of San Francisco and that Joe Reyes had replaced him as advisor. We all agreed that we would miss Chris but that we were thankful he was willing to serve as our SAB President even after he had retired from his school.
3. **SAB President-Elect Report:** None
4. **SAB Vice-President Elect Report:** None
5. **Secretary Report:** None
6. **Treasurer Report:** Kaycea Campbell gave us a very detailed financial report which is included in these minutes after page #12. **MOTION #14)** Kaycea moved that we use half of the estimated profits of $5,000 to fund scholarships at this convention. Terry Green seconded the motion. **(MOTION #14 CARRIED.)**
7. **Vice-Treasurer Report: None**
8. **Chair of Scholarships Report:** Jennifer McBride told us that we would be giving

$43,850 for scholarships second only to last year when $45,000 was given out.

She told us we had 25 service scholarship applicants. Of the 25 applicants, 13 received Ed Walsh Awards at $900 each (up $100!), 4 students won Charles Bell Awards at $1,100 each (up $50!), and 2 students won the Randy Taylor Award at

$1,500 each (up $100!) for a total of $19,100. 76% of the service award applicants received scholarships. In the academic area, Jennifer told us we had 32 applicants for scholarships. Of the 32 applicants, 17 students won Kathleen D. Loly Awards at $950 each, (up $50!) 2 students won Virginia Coffey Awards at $1,100 each (up $50!), 4 students won Robert Mantovani Awards at $1,400 each (up $100), and one student won the Tom Jackson Award for $1,800 (up $100) for a total of $25,750. 75% of the academic award applicants won scholarships. Overall, she told us 43 of the 57 applicants, or 75.4%, received scholarships.

Jennifer told us that the number of applicants was down and that she was concerned about the health of our organization. She told us that we had $45,000 to give out but only gave out $43,850 so that $150 would be saved for next year. She told us that for the third time in a row we had a tie for the Randy Taylor Service Award. She told us that with less applicants but increased amount of funding, we were able to increase the dollar amount for each of the scholarships. She told us that she was stepping down as our Scholarship Chair because she did not have the skill set to move our applications to online, and that she had activated another chapter at Valley State Prison and would be advising two chapters, one at Merced and one at Valley State Prison! She told us that the name of the second chapter she would be advising is Sigma Kappa Delta and that the students in this chapter were very excited to be joining Alpha Gamma Sigma. Having a chapter in a prison is a new first for our organization which raises some issues including whether incarcerated students would be eligible for scholarships.

Jennifer finished by talking about some issues that some problems that came up during the Scholarship Committee meeting last night. The scoring issue of whether we round up from 2.99 to 3.0 was discussed. They agreed that in the future they will not round up. She also talked about how four students were disqualified because they did not meet the GPA requirement of having a 3.75 GPA to be eligible for a Kathleen D. Loly Scholarship Award.

1. **Secretary of Extension and Eligibility Report:** Fred Teti told us that 41chapters

were in good standing, and 2 were not in good standing. He told us that he was

adding the new chapter, Valley State Prison, and that Monterey Peninsula was trying to reactivate. He mentioned that the dues forms must be submitted by June 30th. He also told us that chapters not turning in their Permanent Members Report were a major cause of chapters needing to ask for exemptions at conventions.

1. **Collector of Permanent Records Report:** Lisa Valdez told us that she had created a DropBox location for documents that she is collecting on behalf of our organization. At some point she envisions that everyone will have access to our AGS records. She is contemplating what to digitize and what not to digitize. Recently she received 12 boxes of records from Jacqueline Faris and will be determining what she is going to do with them.
2. **Secretary of Intercollegiate Relations Report**: Ashley McHale told us that she had called colleges and universities to see if they would set up scholarships for AGS students. She will send out a list of colleges and universities who are currently offering scholarships to AGS students.
3. **Historian/Keeper of Records:** None
4. **Advisory Board Directory Editor Report:** Andrew Kindon asked advisors to let him know which people were no longer serving so he could delete them from the Directory. He told us that advisors could keep him updated through email.
5. **Webmaster Report:** None
6. **Parliamentarian:** None
7. **Publicity Chair:**  Chris Gilbert told us that he will send out a press release form about the convention. Each chapter can use the form to send out to different news sources to talk about their successes at this convention.
8. **Secretary of Standing Rules Report:** Chris Gilbert told us that he had not updated the Standing Rules in a while but would do so upon receiving the data from the last few meetings from Secretary Terry Green. He told us he would add the new rules about the committees.
9. **New Advisor Report:** Mary Alice Majoue told us the ways she is trying to assist new advisors. 1) She told us that she connects new advisors with mentors to help them. 2) She has created a brief FAQ for advisors which she wants available on the old website and the new one. 3) She has updated the new advisor’s handbook. 4) She holds a new advisors’ workshop at conventions. 5) And she holds new advisors’ workshops at the regionals she attends.
10. **Finance Committee Report**: The committee met with State Treasurer Kaycea Campbell and they were dazzled by the amount of work she does. They were impressed with her accounting, her efforts to go paperless, her consideration of putting some of the treasury in certificates of deposits for the correct time periods, and her suggestion to move our account out of Wells Fargo.
11. **Student Trustees Report**: This report was moved up to earlier in the meeting.

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

1. **Convention Issues: 1) Centennial Committee:** Lisa Valdez told us she wanted to do high resolution photos of the t-shirts and nametags and newsletters. She would like to make a collection of AGS artifacts over the years. Jennifer McBride suggested that the nametags, newsletters and t-shirts that had been collected for this convention be given directly to Lisa. **2) Convention Contact Person:** The convention contact person is the advisor of the host chapter or Kaycea Campbell if there are problems at the hotel.
2. **New Legalized Marijuana: How should this be addressed on the Student Advisor Agreement?** We do not yet know what the DoubleTree’s Hotel policy is towards legalized marijuana. We ran out of time to discuss this further.

**XIV.** **Announcements:** There was a call for advisors to chaperone the dance that night and many volunteered.

**XV.** **Adjournment:** The meeting was adjourned at 3:55 PM.