

**Western Washington University Associated Students
Board of Directors Meeting**

Monday, August 4th, 2014 VU 567

AS Board Officers: *Present:* Annika Wolters (President), Jaleesa Smiley (VP Academics), Giselle Alcantar Soto (VP Activities), Chelsea Ghant (VP Business and Operations), Cristina Rodriguez (VP Diversity), Sarah Kohout (VP Governmental Affairs), and Zach Dugovich (VP Student Life)

Advisor(s): Lisa Rosenberg, Assistant Director of Student Activities

Guest(s):

MOTIONS

- ASB-14-SU-1 Approve the minutes of July 25th, 2014. *Passed*

- ASB-14-SU-2 Approve the Ethnic Student Center Steering Committee Charge & Charter. *Passed*
- ASB-14-SU-3 Approve the Ethnic Student Center Presidents Council Charge & Charter. *Passed*
- ASB-14-SU-4 Approve the Activities Council Charge & Charter Charge & Charter. *Passed*
- ASB-14-SU-5 Approve the Election Code Review Charge & Charter Charge & Charter. *Passed*
- ASB-14-SU-6 Approve the Personnel Committee Charge and Charter. *Passed*
- ASB-14-SU-7 Approve the Management Council Charge & Charter. *Passed*
- ASB-14-SU-8 Approve to add the word "Percent" to all Charge and Charters. *Passed*
- ASB-14-SU-9 Approve the Election Appeals Board Charge & Charter. *Passed*
- ASB-14-SU-10 Approve the Student Tech Fee Committee Charge & Charter. *Passed*
- ASB-14-SU-11 Approve the Election Board Charge & Charter. *Passed*
- ASB-14-SU-12 Approve the Committee Appointments. *Passed*

Annika Wolters, AS President, called the meeting to order at 3:03 p.m.

I. APPROVAL OF MINUTES

MOTION ASB-14-SU-1 by Kohout

Approve the minutes of July 25 2014

Second: Ghant Vote: 7 - 0 - 0 Action: Passed

II. REVISIONS TO THE AGENDA- move Info Item Guests to Info Item Board as there is no guest attending.

III. PUBLIC FORUM (*comments from students and the community*)

IV. INFORMATION ITEMS - Guests*

V. ACTION ITEMS - Guests*

VI. PERSONNEL ITEMS (*subject to immediate action*)

VII. ACTION ITEMS - Board*

A. Ethnic Student Center (ESC) Steering Committee Charge & Charter

(5 Minutes) Doc.2 Rodriguez

Rodriguez put in the correct job description title for ESC Support Coordinator and Marketing and Outreach Coordinator. She corrected a grammatical mistake by adding a hyphen in the word “twenty-four”. Wolters pointed out that all the charge and charters need to add the word “percent” including this document. Rosenberg said she looked at both the job descriptions of the ESC Support Coordinator and the Marketing and Outreach Coordinator and the Program Support Coordinator is actually named to be the person who serves on this committee. Rosenberg said their options are to leave it open to either position and make the appropriate change to the job description or change the charge and charter to be in line with the job description. However in the next document ESC Presidents Council Charge and Charter neither are designated to serve on that committee in their job descriptions. Rodriguez said that if it is said in the job description then she will take out the Marketing and Outreach Coordinator portion she added so that the ESC Support Coordinator will be designated to serve on this committee.

MOTION ASB-14-SU-2 by Rodriguez

Approve this item with the designated changes.

Second: Smiley Voted 7- 0 - 0 Action: Passed

B. Ethnic Student Center Presidents Council (5 Minutes) Doc.3 Rodriguez
Charge & Charter

Rodriguez said she made changes from the last meeting and the changes she clarified that the advisors title is the ESC Coordinator. She put in the correct job title for the ESC Program Support Coordinator position and that would be a co-chair. She added the word “percent” and the “twenty-four” hyphen. Rosenberg said that in this charge and charter there is no one designated on either job description to be on this committee and Rodriguez may want to leave it as it was so either of the two positions could be on this committee. This would make it so the Program Support Coordinator isn’t required to serve on both and the Marketing and Outreach Coordinator may choose to be on one of the committees. Smiley asked why Rodriguez chose for consensus voting instead of majority voting. Rodriguez replied it was like that last year and she hasn’t been to this committee. Wolters said she has attended meetings in the past and it’s not as formal as the AS Board meetings which is why consensus voting made more sense. Rodriguez moves to pass as amended the ESC Presidents Council Charge and Charter but adding the Program Support Coordinator or the Marketing and Outreach Coordinator be designated to attend in the membership section.

MOTION ASB-14-SU-3 by Rodriguez

Approve the charge and charter with changing the advisors titles, adding a hyphen, and adding that either the Program Support Coordinator or the Marketing and Outreach Coordinator be designated to attend.

Second: Ghant Vote 7 – 0 – 0 Action: Passed

C. Activities Council Charge & Charter (5 Minutes) Doc.4 Alcantar Soto

Alcantar Soto said as mentioned in the previous Board meeting she is suggesting taking out the “Establishing and enforcing policies” charge, adding in publications, and combining the two conference budgets. She forgot to make the change to the title advisor as the Coordinator of Student Activities and will add the correct title to the document. Wolters added that this document also added the word “percent”.

MOTION ASB-14-SU-4 by Alcantar Soto

Approve the charge and charter with taking out “establishing and enforcing policies”, adding publications and combining the two budgets.

Second: Kohout Vote 7 – 0 – 0 Action: Passed

D. Election Code Review Charge & Charter (5 Minutes) Doc.5 Kohout

Kohout added the word “percent”

MOTION ASB-14-SU-5 by Kohout

Approve this charge and charter with the added word of “percent”.

Second: Alcantar Soto Vote 7 – 0 – 0 Action: Passed

E. Personnel Committee Charge and Charter (7 Minutes) Doc.6 Ghant

Ghant said she added the word “percent”. Wolters said that usually in the “Rules” section of the charge and charters it states a committee may adopt or amend rules of operation. Wolters asked if Ghant knew of any instances where this committee adopted rules. Ghant said yes they may adopt or amend rules of operations depending on the circumstance. Wolters pointed out that in the “Chair” section of the charge and charter it said the Vice-Chair is still the Personnel Director 1 or 2 and at the top of the document it says the Vice President for Business and Operations is the Vice-Chair. Ghant said the charge and charter will be changed to say the Vice-Chair is the Vice President for Business and Operations.

MOTION ASB-14-SU-6 by Ghant

Approve this charge and charter with adding the word “percent” and adding that the Vice-Chair is the Vice President for Business and Operations.

Second: Kohout Vote 7 – 0 – 0 Action: Passed

F. Management Council Charge & Charter (7 Minutes) Doc.7 Ghant

Ghant said she took out the word “associate” in Environmental and Sustainable Programs Associate Director and Representation & Engagement Programs Associate Director to make the membership solely the directors of these offices. Ghant also spelled out the word “percent” in the “meetings” section.

MOTION ASB-14-SU-7 by Ghant

Approve this item with the designated changes.

Second: Alcantar Soto Vote 7 – 0 – 0 Action: Passed

Ghant asked if she could make a motion to include the word “percent” to all the charge and charters. Wolters said yes. Kohout said she would like it if they still make an effort to look for it. Ghant said okay. Ghant makes a motion change all charge and charters to spell out the word “percent” in the “Meetings” section of all charge and charters.

MOTION ASB-14-SU-8 by Ghant

Approve adding the word “percent” to all charge and charters.

Second: Kohout Vote 7 – 0 – 0 Action: Passed

G. Election Appeals Board Charge & Charter (5 Minutes) Doc.8 Kohout

Kohout said the only change was in the “membership” section it stated “Director of Student Activities, Executive Secretary” who should have the new title of “Assistant Dean of Student

A. Legislative Affairs Council Charge and Charter

Kohout proposed in the “Charge” section changing “Local, state, federal proposed agendas” and adding “other proposed agendas”. Kohout explains that in the previous years people from the environmental center had sent people down to Olympia to lobby in the Environmental Lobby day and it wasn’t approved by the Legislative Affairs Council (LAC) Council or the Board of Directors. The “other proposed agendas” would be approved by the LAC Council as an information item then the AS Board of Directors as an information item. Kohout also changed items in the “charge” section of the charge and charter by changing “approving a budget for the LAC fund based on projected revenue with estimated expenses” and took out “based on projected revenue with estimated expenses” because there is no estimating involved as it is a set fund now. She added in the word “percent”. Another thing she is doing is giving the AS Legislative Liaison and the AS Local Liaison a vote. This has had some controversy over the past couple years and she wants to be transparent about this issue. In past years previous Board members thought that the liaisons would have a bias on certain situations so that if the LAC committee voted on something that the liaison didn’t agree with the liaison may go down to Olympia and lobby it could create a bias in their position. She gathered some testimonies and Kohout doesn’t think that bias is true. The liaison will have an opinion on the matter whether they get a vote or not. They are probably the most knowledgeable especially local and state wide. Not giving them vote is taking a lot of power from them. Some of the testimonies Kohout shared included one by Ben Crowther the 2012-2013 Legislative Liaison who said “The current relationship between the Legislative Liaison and Legislative Affairs Council is unclear. The role of the Legislative Liaison is to represent the positions of the AS Board of Directors (BOD) to the Legislature, but LAC is supposed to advise the Liaison on specific positions to take pending review of the BOD. Other universities empower their liaisons with more responsibility for forming their legislative agendas and this position should receive more institutional power at Western”. Kohout also mentioned that Matt Bobbink, the 2013-2014 Legislative Liaison became very disinterested last year because he didn’t have a vote, also nothing was brought up about local or state affairs and he was only there because he was required to be there as part of his job description. Kohout shared that Bobbink said “They are a part of the student body and have more knowledge than anyone else to make the informed choice on issues that the Board is not experts on.” The LAC is not going to be experts on everything going down to be lobbied on and neither is the Board of Directors. Kohout then mentioned that Liaison is down in Olympia lobbying on the Washington Student Association (WSA) legislative agenda. They receive a vote at the WSA general assembly so they are actually already voting for what they should be lobbying on and if their liaisons are not professional enough to be trusted to be unbiased while in Olympia then that is a serious problem in itself. They could still disagree with what was passed by LAC and still not like it. Having a vote only makes their opinion known and their opinion should be trusted as an expert in their own field. Kohout also wants to make the change to the first sentence from serves to “empower” student representation, to “increase” student representation.

- B. NCSL Fall Conference 2014 Funding Proposal (30 Minutes) Doc.11 Alcantar Soto, Ghant
Proposed motion: To allocate \$2,900 from Operating Enhancement [FXXENH] to cover costs of attending the NCSL Fall Conference November 20-23, 2014.

Ghant said She and Alcantar Soto put together a proposal to go to a conference called the National Center for Student Leadership on November 19th of 2014. On the proposal it says \$2,900 from the Operating and Enhancement Fund but they are now requesting not to exceed

\$2,600 from the Operating and Enhancement Fund. Ghant said the figures are for the four (4) day conference. Alcantar Soto said those figures include everything such as driving, food, lodging. Ghant said the actual cost for this conference is \$3,498.48 total for the two of them. They are expecting donations of \$1,100 and they are still looking to get more funding and have submitted a proposal to the Diversity Fund. Alcantar Soto hopes the expected donations will increase and they would need less of the \$2,600 that is being requested. The lodging is \$223 a night. But the conference is at the hotel they would be staying at which is why the price is so high per night. Alcantar Soto and Ghant would be sharing a room. Pier diem is \$101 per day and is included in the figures. Alcantar Soto clarified that the conference is from November 20-23rd and they would plan to arrive the night before, November 19th. Alcantar Soto wanted to show some statistics from past participants of the conference. Some statistics such as "It has over 630 attendees, it has over 120 colleges and universities represented and is an international conference. Some of the numbers are 70% of the students said previous participants had really good networking opportunities." Alcantar Soto said the biggest chunk participants are of students from Student Government Association and professional staff. Alcantar Soto explained that the reason this conference is expensive is because of the variety of people who attend and the keynote speakers are paid and well known. Alcantar Soto shared more information about the conferences stating that the conference will help to "Identify personal strengths through personality inventories for immediate application. To acquire communication skills including listening, public speaking, and persuasive speaking. To engage in goal setting and goal achieving activities. To develop an awareness of diversity and inclusion. To acquire team-building skills and to acquire financial management skills both personally and for their organization" she says these are all skills that they'll be hopefully building in order to bring them back to Western. She said these are applicable skills that they can use within the AS organization. She stated that "80 percent of previous participants thought the conference was excellent or above average" and "85 percent of fall attendees said they would come back". Alcantar Soto looked at some of the presenters and said the keynote speakers are well worth attending to see. She states she is being very intentional and have marked exactly what they will get from it and contribute it back to the AS. Ghant stated that some of those sessions is a group development like the "encourage fast connections" session and she explained its implementation in events. Ghant said when they are back from the conference Alcantar Soto can speak with club members to show them what they learned about retention and assuring that Westerns clubs are working towards building retentions for example with the Black Student Union, not just the ESC clubs. Alcantar Soto said both her and Ghant planned specifically what would be relevant and have put a lot of thought into the implementation of these sessions. Alcantar Soto named some of the workshops they had planned would be appropriate attending like "Money management", "Authentic leadership", and "Clubs: conflict management for student organizations". Dugovich said he had a problem with this proposal. He asked how it would sound, if they approved to send two people over the summer to attend a conference at Walt Disney. Alcantar Soto said she understands and has thought about that as well. It is very normal to have an entertaining factor at a conference. Alcantar Soto assured everyone that the cost is not going to pay for anything Disney related. Dugovich expressed his concern about the room being inside the park which is Disney related. Alcantar Soto said they thought about that as well and then did research on the costs for alternative hotels in a 5 mile radius. When they took those costs into consideration plus driving costs it would equal more than cost that is being charged for staying inside the park. Dugovich said he looked into the other universities in the area attending this conference and he found that colleges like Bellevue College and North Idaho College were attending however not University of Washington, not Central Washington University, not Washington State University, not many colleges in Oregon or California either. His concern was with the merits of this conference because it doesn't seem worth the cost of the conference. He also worries about the statistics they brought because the statistics

were from people who had a good time at the conference, not necessarily the type of information they learned or the knowledge they brought back to their universities. Alcantar Soto brought up some of the skills she said earlier such as quality of the conference and quality of the content and stated that those reflect the knowledge past participants learned. She doesn't think the conference was at the same place last year so she doesn't think it was about location either. Dugovich stated it wasn't in the same location it was in Boston. Alcantar Soto mentioned that she was sorry she didn't get them the list of speakers prior to the meeting and it could have been helpful for everyone to know. Dugovich assured her he had looked at the list beforehand. He wanted to assure her he was completely supportive of people attending conferences, he wants everyone to be able to attend conferences. He still fully disagrees in this conference. Ghant thanked Dugovich and said she appreciates his response and she agrees with him. She does think it's a great opportunity and she would love to go, but she sees \$223 a night is pretty expensive. Although half of it will be coming out of their pocket because per diem only allows \$101 a day. All of the knowledge would be brought back to WWU as a whole, but she does see where Dugovich is coming from. Wolters wanted to mention she was the person who emailed this conference to everyone to inform Board members about this opportunity and she wanted to be transparent. Alcantar Soto said they were looking at another conference earlier and because they found out about the conference too late. The reason they wanted this particular conference was because it is the beginning of the year and they will be able to apply these skills earlier in the year. Her concern is trying to find another conference and finding one too late and not having enough time to apply it in their positions. Alcantar Soto also mentioned that the donation they had talked about earlier was because she put a proposal to Woodring College and got \$500 and they are still hoping for more. Smiley said she is concerned that they are requesting money from the Operating and Enhancement Fund which is for the all students and this conference is only exclusive to them, that they can't justify spending the AS student dollars for themselves exclusively. Ghant said this fund is the only fund board members have to use for travel. And this would be the only fund they would be able to use. And this conference was open to other students because Nate Panelo the Ethnic Student Center Coordinator sent it out and others knew about it. Smiley said for clarification that what she meant by it being open to other students is it was advertised to other students. When she traveled on a conference in the past that the whole student body was allowed to go and she was chosen to go through an application process. Ghant said that because it is summer, it was hard to advertise to the entire student population when most of the students are not around. Smiley said that her statement is correct and that because it is the summer and it is hard to advertise should they be taking money to go to a conference that they exclusively can go to? Alcantar Soto said this conference is not something they can take a bunch of students because it is summer. She stated that anyone who wanted to go could have put the proposal to go and could have asked for money like Ghant and her did. Alcantar Soto wanted to reassure the Board that this conference is about learning the information and skills and bring those back to contribute to the whole student body. She didn't realize it was going to be Walt Disney itself, she thought it was going to be around it and had to contact them to confirm it. Kohout said that conferences are the best in the world and she also supports going to them, however she doesn't know if this is the one they should be going too because it's really expensive. Kohout said that \$1,700 for each of them is too much. Kohout said it is really expensive for a three (3) and a half day conference. She has issues with the organization itself, they are a for-profit conference and she thinks the conference shouldn't be for-profit. She also thinks taking \$2,600 from Operating and Enhancement over the summer isn't good. She also has a problem with the proposed document because it doesn't seem very transparent because it wasn't an open application. She believes they are charging too much for the conference. Ghant said because there is only \$10,000 dollars in the Operating and Enhancement Fund, she agrees, she thinks it's too expensive. She said it is good to hear other opinions and other views and she now agrees and

she doesn't want to go. She thinks it is too expensive. Ghant said looking at these cost, she wouldn't feel comfortable going to the conference. She hopes everyone will go to conferences, but they can find something cheaper. She said they don't want to cause any problems within the Board and students at-large. Rodriguez said she hopes to see this as a learning opportunities and in the future to make it an inclusive process and accessible to other students. Alcantar Soto said because they don't have another Board meeting, she proposed to move it to immediate action so the Board wouldn't have to see the document again. Rosenberg said they can't move it to an action item because the Operating and Enhancement fund must go from information item to action item in separate meetings, but they can say they withdraw and say it won't return as an action item in the future. Ghant withdraws this proposal request. Alcantar Soto agrees. Wolters confirmed that they won't see this proposal in the future. It is her fault that they saw this, she will make an effort in the future to filter the conferences first and to not just send the emails to everyone.

B. AS Budget Committee Charge & Charter (10 Minutes) Doc.12 Ghant

Ghant made changes to the "membership" section to three to five (3-5) students at-large, changing it to first priority for students at large, sometimes it can be subjective, students first so they get priorities. Second change is changing the correct advisor title to the Assistant Dean of Student Engagement and Director of the Viking Union. In the charge and charger she would like to change it to the 6th week in fall quarter to appoint committee members and this will be a good time to planning on the budget early enough but not too soon that it is rushed. She also spelled out the word "percent".

C. AS Business Committee Charge & Charter (10 Minutes) Doc.13 Ghant

Ghant said she spelled out the word "percent". She changed the advisor title from Director of Student Activities to the new position as Assistant Dean of Student Engagement and Director of the Viking Union, a non-voting member.

D. President's Committee on Equity, Inclusivity, & Diversity (15 Minutes) Doc.14 Wolters
Charge & Charter

Wolters said she has been working with Rodriguez and Patrick Eckroth, the AS Representation & Engagement Programs Director to construct new committees and charge and charters to work in conjunction with the university committees that currently don't have a lot of student input. A month ago Wolters and Rodriguez were asked to create student title (nine) 9 task force to report to the Universities Task Force. There aren't a lot of students on the presidents Sheppard's task force on Equity, Inclusivity, & Diversity. They decided it would be best to select five (5) students at large to give their input. They don't have to be employees these can be just students at large. The biggest question she gets is "how can we let people know my story about diversity?" for those students to tell their own story. Chair- Rodriguez for vp for diversity. Both non-voting. 5 student at large. They chose five (5) students because not every student will make every meeting. They want to insure that multiple students can attend these meetings while keeping it at a reasonable size. Alcantar Soto asked if they had thought about bringing any relevant AS employees. She thinks that five (5) students is not a lot of students. Wolters said that is why they mentioned bring student at large, they also want to keep this task force at a manageable size. As many students can attend this task force, just not being able to vote. Alcantar Soto asked if this committee will meet with the President Sheppard's task force. Rodriguez said yes. Alcantar Soto said it makes sense Wolters and Rodriguez wanted to keep it small then.

E. Green Energy Fee Charge & Charter (5 Minutes) Doc.15 Dugovich

Dugovich said that in the “membership” section he changed the previous title of “Director of Facilities” to the correct title “Assistant Director of Viking Union Facilities” he added the word “percent”.

F. Alternative Transportation Fee Charge & Charter (5 Minutes) Doc.16 Dugovich

Dugovich said he corrected the title from “Director of Student Activities” to “Assistant Director of Viking Union Facilities”.

G. Transportation Advisory Charge & Charter (5 Minutes) Doc.17 Dugovich

Dugovich said in the “charge” section, instead of saying “other community organizations” he added “Campus Community Coalition” because there are no other communities and he is thinking about adding the neighborhood advisory groups to that as well. He said the Campus Community Coalition is the largest group they work with. Wolters pointed out that the font needs to be updated.

IX. CONSENT ITEMS (subject to immediate action)

A. Committee Appointments

Academic Honesty Board

Megan Broadie Ecology Junior

Graduate Council

Kalee Larsen Exercise Science Graduate Student

Green Energy Fee

Josie Ellison Political Science/ Women’s Studies Junior

MOTION ASB-14-SU-11 by Kohout

Approve the committee appointments.

Second: Dugovich Vote: 7 - 0 - 0 Action: Passed

X. BOARD REPORTS

President

Annika Wolters reported that she is continuing to work on how she represent everyone and trying to do it to the best of her abilities. She is really excited about the new committee that may happen. She will be speaking at convocation.

VP for Academic Affairs

Jaleesa Smiley reported that last week she did the transitions words of welcome which went well. She met with Josie Ellison, the Communications Director, Spenser Anthony-Cahill the Faculty Senate President and they discussed Josie's Inclusivity Resolution and he wanted to have another option for providing feedback instead of having the question on the evaluation. They proposed coming up with trainings staff during development training and to have transparent communication between staff, faculty and students. She is going to meet with Sue Guenter-Schlesinger with the Equal Opportunities Office (EOO).

VP for Activities

Giselle Alcantar Soto reported that she met with Steve Card the Director of Athletics and he is really excited to work with the AS. One of his goals is working with external relations, and excited to lobby for Carver Gym. She will be speaking on Wednesday for Summerstart. She is working with Josie Ellison, the Communications Director, for the tags for the photo booth they'll set up that says "future AS employee" for students to be engaged and they will then put the picture on Facebook so students can tag themselves in it. She will be going to a meeting to get an update on the new field added to campus.

VP for Diversity

Cristina Rodriguez reported that she looks forward to working with Wolters about the new committees. She has been working the AS Fall Staff Development Committee for all the AS employees. They are starting to create a subcommittee for the diversity workshop, with several different AS employees and also has been collaborating with staff and faculty who would be appropriate to include. With the ESC conference she has been talking with Ana Palma Gutierrez the ESC Program Coordinator to have a more inclusive accessible process instead of a first come first serve process. It will be an Orgsync process and it will be advertised well in advance.

VP for Governmental Affairs

Sarah Kohout reported that eight (8) students will be heading down to California to USSA Congress. Everyone who goes will have to submit a report so the Board members can read over that to see what was done there. There are policy items that people write on that are campaign items such as Heather Hefflemire, the current Legislative Liaison, is working with people to write one for profit colleges and other campaigned items. Hefflemire and Myra Guizar, the 2013-2014 VP for Diversity, are giving a workshop to students all over the country about rallying while they are there. There is a possibility for Western students to run for Board positions there, they will have to see what happens. They are now become direct members with USSA, which leads to more workshops on campus and cheaper conferences as well so they will have the ability to send more people to conferences. Representation + Engagement Programs (REP) has registered forty-seven (47) new people to vote so far. She has been on search committee. They've interviewed all the candidates and the decision is being made.

VP for Business and Operation

Chelsea Ghant reported the Personnel Office is doing a great job. The Personnel Director, Hannah Brock has the training schedule for AS Employees. She has been working with Morgan Burke the Business Director to get the budget center and tracker updated. Nate Panelo, the Ethnic Student Center Coordinator has helped as well and done some formula reworking so people can keep track of their spending. Matt Smith, the Assessment Coordinator, and Ghant will be meeting to go over more of the SPAC process more.

VP for Student Life

Zach Dugovich reported that he has been working on adding a route to the late night shuttle and has been working with Karen Izumoto the Alternative Transportation Education Coordinator. The route they have come up with would go down 21st Street up Donovan Street to 32nd Street and through Samish way. The next step he is working on is getting a bus driver so they can have a set schedule. He met with Steve Swan the Vice President for University Relations and Community Development about the route and he approved it.

XIII. OTHER BUSINESS

Rosenberg said she just wanted to inform the committee that documents going to the Information Item stage or from the Information Item stage to the Action stage should be edited by the sponsor bringing it to the board and it is their responsibility to see that those changes occur or work with Sabrina Romano, the AS Board Program Assistant, to make those changes. Any changes made to the document in the Action Item stage and gets approved in a motion will be changed by Romano to make the document final.

The meeting was adjourned by acclamation at 4:39 p.m.