**President**
Isidro Barragan-Sanchez

**SBA Class Representatives**

**4L Reps**

Jacqueline Amador

Christopher Abuhamdeh

**3L Reps**

Andrew Shute

Kristine Sea

**2L Reps**

Noor Kaur

Jimmy Falaminiano, Jr.

**1L Reps**

**Vice-President**
Rebeca Delgado Mendez

**Treasurer**
Jenna Sharma

**Secretary**
Mariela Zamora-Hernandez

**SBA Board Meeting Minutes – [July 19, 2024, ZOOM]**

1. Call to Order – 6:02pm
2. Roll Call

***Present:*** Isidro Barragan-Sanchez, Rebeca Delgado Mendez, Jenna Sharma, Mariela Zamora-Hernandez, Jacquline Amador, Kristine Sea, Noor Kaur,

***Absent:*** Christopher Abuhamdeh, Andrew Shute Jimmy Falaminiano, Jr.

1. Approval of the Minutes:

***Motion:* Motion to Approve June’s Minutes**. *Proposed by* Rebeca Delgado Mendez. *Second* by Jenna Sharma

**All in Favor:** All that are present

**Opposed:** N/A

**Abstain:** N/A

**Motion is Approved**

1. Old Business
2. New Business
3. 1L Student Orientation

*Orientation Date*: August 12th and 14th, 2024. Monday the 12th from 5-8 pm are the Tours. Tours will be conducted from 5:30-6:30 pm. From 7:30-8pm we will have some time to mingle. Wednesday the 14th from 5:30 to 6:30 pm is the Zoom Mingle session, the in person mingling and SBA introductions will be from 7:45-9:15pm.

*Tours:* Student Orgs will be doing the tours. The rest of us should be assigned to different station (Stations: mingle, snacks, photo backdrop) Isidro will be the floaters.

*1L Class Gift*: Initial Proposal of the Budget for the 1L gift is $150. The committee has many ideas for the 1L gift. Quotes for many of the items are looking high. We can look into self-crafted gifts to keep prices down. We should talk to the school to approve the ideas. We can keep looking for ideas. We need to have a decision made for the 1L gift by Wednesday, so that we can get start getting them into production. We need to get final numbers for those admitted to make the required n

umber of gifts. We also must take into consideration shipping, as many of the incoming class will be attending remotely. Essentially, we have two weeks before the event. We can also replicate the same gift as last year as it was an easy and cost-effective gift. We can use last year’s design for the cups or even the SJCL shield logo.

***Proposal:*** New proposed for the for the budget: $300 for 1L Orientation Committee (Includes: $150 for the Gift and $150 for Snacks). **NOTE:** Proposal for Shipping budget will be proposed at a later time by the 1L Orientation Committee.

***Motion:*** **Motion to Approve a Budget of $300 to the 1L Orientation Committee regarding the 1L Orientation In-Person Event.** Proposed by Rebecca Delgado Mendez, Second by Noor Kaur.

*Comments*: Maybe do two different gifts for. The committee will further discuss the possible gift ideas in the Committee’s WhatsApp.

***All in favor:*** All those present approved.

***Opposed:*** N/A

***Abstained:*** N/A

**Motion is Unanimously Approved.**

1. Back to School Night

*Date*: Mariela and Kristine - We need to find a date for the event. The date that we voted on was no longer available. August 24th (Sunday) is available, and Sept 21st (Saturday) are available. While the September date is further out, it is one of the only dates available that works with Veterans Memorial. Isidro spoke with some in administration and the conclusion is that it is ultimately up to the SBA to choose the date.

*Themes:* A PowerPoint with possible themes was sent out to the Board Members and Representatives. There are seven possible themes to choose from. The members are asked to look over the PowerPoint to visualize the theme and will be asked to vote on the theme in the next upcoming dates.

*Basic Cost*: the PowerPoint also includes a basic breakdown of what Veterans Memorial is charging for the event, past budget and spending information, as well as a list of current quotes for the event.

*Proposed Date*: Sept 21, 2024

***Motion:*** **Motion to Set the Back-to-School Night Date to September 21, 2024.** *Proposed* by Rebeca Delgado Mendez, *Second* by Jacqueline Amador.

*Comments:* *Isidro* – the Sept. 21st date might be the best date for everyone, and the best date given the Veteran’s memorial availability. It might also give the 1Ls time to adjust to school. *Noor –* It looks that the 1L syllabi don’t show anything due or any major exams for the week of September 21st. *Kristine* – if we wait a bit and do the Sept. date, it’s likely that the students will have made more friends and have gotten used to school so that the event will be more enjoyable.

***All in Favor:*** All those present are in favor.

***Opposed:*** N/A

***Abstain:*** N/A

**Motion Passed Unanimously.**

*Time:* What time should we hold the event? *Rebeca*- Historically it starts at 6 pm. Six sounds like a good hour. End time can be between 9-10pm. Usually we base our time on the career panel but this year the school will not be holding a career panel on the same date as the back-to-school night. *Isidro* - keeping it 6-9:30pm sounds like a good time. We can also move it half-an-hourly, so 5:30-9 pm so that there is still light*. Kristine* – maybe do 5 pm so that we have time to mingle before eating. Also isn’t not a workday. Rebecca – starting the event early can also help with the lack of lighting issue we have faced in the past.

***Motion:*** **Motion to Hold Back-to-School Night from 5:00 pm to 8:30 pm**. *Proposed* by Mariela Zamora-Hernandez, *Second* by Kristine Sea.

***All in Favor***: all

***Abstained:*** n/a

***Opposed***: n/a

**Motion is Unanimously Approved.**

*Budget:* *Isidro*- should we do a proposal for the budget today? *Mariela* – Last year’s budget was $5K, but with the rise of prices in the expenses required for the food vendors, we should raise the budget this year. *Rebeca* – proposed $6,500 budget for the back-to-school night

***Motion:*** **Motion to Approve a Budget of $6,5000 for the Back-to-School Night Event.** Proposed by: Rebeca, Seconded by Rebeca.

*Comments*: Isidro – is the $6,500 the total budget. Mariela – Yes, if any additions to the budget are required, the committee will make sure to seek approval by vote to make adjustments to the set budget.

***All in favor:*** All those present are in favor.

***Abstained:*** N/A

***Opposed***: N/A

**Motion is Approved Unanimously.**

*Theme: Kristine* – when should we have a theme down? Isidro – as soon as possible. Rebeca says we can vote today so that we can start seeking vendors according to the theme. *Comments about the Carnival theme:* it looks like the most cost-effective theme. The main event of the carnival theme isn’t the food, there are many things available to look at. *Isidro* – we can put it to a vote on WhatsApp. We can then narrow it down from 5-4-3-2-1.

*Save the Date*: We can make them as soon as possible. We can do a PDF and send it to the school first and then to the entire student body.

*Live music:* Seek out Dean Atkinson to see if we can book with him. *Isidro* - If live music is not an option, we can also do a playlist on Spotify with a theme. The event is a mingling type of event and as long as someone is keeping up with the music, we should be good. *Noor* – recently took Dean Atkinson and can seek him out to possibly hire Fill the Rush. *Additional Comments* – Maybe we should stick to theme and then decide if live music fits the theme or if a playlist will do.

*Final Comment regarding the theme*: the theme will be sent to vote via WhatsApp. For the theme, the sooner we have one the sooner we can start calling people. Please vote ASAP, once the poll is sent.

1. Committee Updates

***Breakroom Committee***: Jackie – sent out the break room clean up sign-up sheet/link. Some people have already signed up. Will 1Ls be included? Yes, they can be sent the link after they have been added into the SBA. Is there a set number of times we need to clean up? Two times per semester should be good. There should be at least two people cleaning per shifts.

*Items going missing:* Mariela – Should we put a sign to let students know not to take things that don’t belong to them, unless it has been explicitly stated on the board that the specified items are up for grabs. *Isidro* – we aren’t’ responsible for what happens in the break room. As a courtesy we clean the breakroom up for the students to enjoy. We can put a sing if we want, or an email can work too.

*Inventory Check*: *Jackie* – at the next cleanup we can do an inventory check of the supplies used to clean the breakroom and the items that the SBA provided to the students, such as sugar, utensils, and coffee.

List of committees/members was sent out with June minutes; Isidro will pin the committee list on the WhatsApp so that we can all see what we committees we are in.

***Barrister’s Ball Committee*** – No comments at this time.

1. SBA Portraits

*Date:* TBA? *Isidro* – his photographer friend is ready any day we are. We are also still waiting on Chris to see if he received approval to use the federal courthouse. A poll will be sent to discuss a possible date where we can get everyone’s portrait.

1. SBA Student Assistance Requested

*Isidro* has informed the group that Diane Steel has reached out for assistance as the school is having another greet and meet event. If anyone is interested in attending the event, please reach to Diane Steel. The event will be on July 25th (Thursday). There has also been a question brought whether there will be a book sell event. *Rebeca* – It appears that DTP is taking charge of that project and DTP will reach out as soon as they finalize all the details.

1. Treasury Update

**Current Balance: $16,164.81**. Jenna has also sent out an email with the proper procedure to get reimbursed for SBA expenses. Can’t mix personal and SBA purchases in one receipt. Only send your email to Jenna, don’t’ CC Sabina. Jenna and Isidro are the only people who can write checks for the SBA. Reimbursement is only available for approved purchases. We are currently waiting for the bank to finish their side of the paperwork for the exchanging of hands for the SBA account. While we haven’t officially change hands, Jenna does currently have access to the bank account.

1. Miscellaneous Items/Open Forum

No Additional comments from the present members.

***Final Comment: Next meeting will be held as schedule.***

1. **Adjournment – 7:31 pm**