**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 – [August 17,2024]**

1. Call to Order **– 9:35 am Room 210**
2. Roll Call

**Present:** Isidro Barragan-Sanchez, Mariela Zamora-Hernandez, Jacqueline Amador, Christopher Abuhamdeh, Jimmy Falaminiano, Jr. (On Zoom) Rebeca Delgado Mendez, Jenna Sharma, Noor Kaur

**Absent:** Kristine Sea, Andrew Shute

1. Approval of the Minutes:

***Motion:* Motion to Approve July’s Minutes**. *Proposed by* Jimmy Falaminiano, Jr. *Second by* Jacqueline Amador.

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

**Oppose**d: N/A

**Abstain**: N/A

**Motion is Approved**

1. Old Business
	* + 1. Student Orientation

*Post Discussion*: Starting with the heads of the 1L Orientation Committee*. Rebeca and Jenna* – They believe that it went extremely well and smoothly from our end. *Jacqueline* – believes it also went well. *Christopher* – We should allow time for students to ask questions after the presentations. Felt that it was too rushed, and students had questions after the presentations but did not have the option to ask questions as they needed to move on to the next presenter. *Isidro* – We need a tablecloth and banner. *Jacqueline* – Jacqueline has access to a free banner and SBA tablecloth. Jacqueline asks that the group come up with a design, or she can work on one, and she will work on getting the tablecloth(s) and banner for the SBA. *Feedback/Improvements: Isidro* – it feels like the event needs to be more structured, the event felt fast paced. We can also work on ideas for next year to make orientation livelier, maybe have music playing in the background during tours and club session.

*1L Orientation Finances*: *Jenna* – we stayed in budget. For the 1L gift we spent $140.52. The amount spent on food was $156.01. The total spent by the SBA for the 1L Orientation was $296.53.

*Gifts:* *Isidro* – what should we do with the leftovers, are there plans to ship the gift to those who attended the event via Zoom. *Rebeca* – We did have left over from the students that attended via zoom and we will be shipping them out with appeal that we will gift later to save on shipping cost.

*Extra clips: Rebecca* – we can sell the extra clips along with the sample apparel we have at the at back-to-school night.

1. New Business
	* + 1. Back to School Night

*We have a lot to talk about*: Isidro – what do we need to do. *Rebeca* – Send email to Jill about insurance. We must fill out the liability form and send Veterans Memorial the insurance information 30 days before the event. The venue has been officially booked. Payment in full has been made to Veteran’s Memorial. We have contracted with Veterans Memorial to rent the park, 120 Chairs, 15 tables, 3 security guards, and a bar mat. The number of tables and chairs were reduced after having discussions with SBA members regarding last year’s attendance, prior requested chairs and table, and the need to help cut down the total cost of the venue (as the quoted number was higher than what the group was expecting).

*Food:* *Mariela* – as of right now the best option for food is hot dogs. It fits the theme, and it is one of the least expensive options from the current list of vendors that we have reached out to. *Jacqueline* – is there a list of vendors that we can work off that the school may have. *Mariela* – the school has sent out information regarding B2SN and BB, but the list was not extensive and only included general food options that we have had in the past (ex: tacos and BBQ) but no vendor information list per se. *Jacqueline* – what are the requirements for food handling if we choose to reach out to other vendors that are not food truck style vendors? *Mariela* – Not sure we would have to ask administration what the insurance policy covers.

*Isidro*- What if we buy bulk hot dogs from Costco or Sam’s Club would it be cheaper. *Mariela and Jacqueline* – same issue we would have to ask the school what we can and can’t do regarding food handling for the event.

*Back to the Hot Dog Food Truck* – It is $10 per person for the 2-menu option combo with chips and drinks. If we say we are having 200 guests, then it is about $2,000 to have D & G Hot Dogs cater the event. *Mariela and Isidro –* Can we get a clarification for how many hot dogs for the price. ***(POST MEETING NOTE: THE WHOLE MENU IS AVAIBLE AND EACH PERSON MAY CHOOSE 2 HOT DOGS FOR THE $10 COMBO PRICE).*** *Mariela* – concern about maybe a vegetarian/vegan option. *Noor* – She is vegetarian but if there are other food/snack options we should be okay. *Jacqueline -* Looks like there is a veggie replacement we can maybe buy or request from D&G to use if possible. *Isidro* – is there a deadline? *Rebeca* – the vendor didn’t inform us when the deadline is to book them, but the vendor knows we are meeting to discuss if we are moving forward with them for the event. Rebeca has message them about getting a deadline. *Christopher* – do we have a system we are going to use to keep track of how many hot dogs have been consumed to ensure the 200 hot dogs are made. *Isidro* – Yes, how are we going to keep count. *Mariela* – use a food ticket system to determine who has eaten. *Chris* – we should ask them to prepare the 200 hot dogs plus ask to prepare extras (maybe 20 just in case). We can possibly keep track of the hot dogs at the welcome table. When IDing and wrist banding people for alcohol we can also give out the food tickets. *Jacqueline* – should we number the tickets? A student can mark off as we give and them mark them off at the hot dog stand. *Mariela* – we can make a spread sheet with the RSVPs and assign the RSVP guested with a number, so we know who has received their tickets and who hasn’t. *Rebeca* – might be difficult to track and a bit of work to make the ticketing system work. *Isidro* – we want to have fun and enjoy the event. Shoot for two hundred and we need to discuss with the vendor what the options are if we pass the 200 guests count. *Christopher* – suggests the ticketing idea so that we can keep up with expenses and that way we don’t have people paying for hotdog because we didn’t’ have enough or we have the problem or being wasteful. *Isidro* – which ever method of ticketing will work. We don’t want to take up a lot of time at the event to try and figure this out. This is a logistical thing we can work on as we get closer to the event.

*Wristbands or Stamps: Christopher and Jimmy* – Are we required to have wristbands, or can we do stamps, so long as we have some kind of identifier of who can get alcohol? *Rebeca* – security wants wristbands for alcohol. *Mariela* – we can do the wristband at the check-in table so that it done early on and is out of the way. *Isidro* - same, we can check them in and check IDs for those who want alcohol. *Rebeca* – Maybe we can also do name tags with numbers. *Isidro* – so how should we handle it. *Jacqueline* – tickets are easier. *Mariela*- tickets sounds easier. *Christopher* – numbering is the best way to go, so tickets. *Noor* – Chris’s idea is good so that we can keep track of how many people have gone to the food truck. *Jenna* – Noor and Chris’s idea sounds good. *Rebeca* – first decided on the food and then do the operational stuff later. *Isidro* – as of now, which can change how the process is going to work. We can also have members of SBA do the check in with tickets and some members checking them at hot dog truck.

*Snacks: Mariela* – We have found a 5-gallon popcorn jugs on Amazon where we can do baggies and have them ready and placed on a table for the guest to grab. *Rebeca* - Is there going to be a food handling issue if we serve the popcorn bags. *Christopher* – what if we rent a popcorn making machine and all we will do is dump the kettle and the machine makes the popcorn, and the guest can self-serve. *Isidro* – we will have to ask Jill. *Mariela* – we are also looking at cotton candy prepackaged bags to have on a snack table along with the popcorn.

*Liquor:* What is the liability regarding the liquor? *Christopher* – what are we allowed to serve and how can it be served? Are we serving or are we hiring someone to serve the drinks? *Isidro, Rebeca, Mariela* – we are serving and have served the drinks at the B2SN before without an issue. *Isidro* – We can look at the contract and see what we can get and how we need to serve it. *Christopher* – has sent an email to Mariela with other foods options if we are still looking for ideas. *Rebeca* – There are a lot of the rules regarding liability and handling as they apply when we are selling the items, but we are giving them out for free so we shouldn’t’ have many problems with the food and drinks.

*Game stations: Mariela* – I have sent out an email to the four student clubs and organization’s President/Dean and Vice President/Dean. I have asked them if they can help with B2SN by providing/running a game booth. This would be a great way to socialize with the students and their families. They can set up a booth with their info and game. Rebeca has already reached out to many of the groups in person when we have the 1L orientation. They seemed to be interested.

*Deserts:* *Mariela* – right now it looks like funnel cakes can be the best option for the event. It’s on theme and the vendor is available on September 21st. Thanks to Rebeca for reaching out to them and getting a quote for the event. It would be $1,500 for 200 guest including ice cream. Budnts Cakes are also an option. Jimmy – Budnts cakes sounds like a good idea but because they are so little there might be the issue of them running out quickly.

*Isidro* – we would also need a ticket system for the desert truck. *Christopher* – not everyone is going to eat them*. Jacqueline*– people may not eat a funnel so we should cut down the number because they might be sharing as they are heavy food items. *Mariela* – does the vendor have a minimum required to book them. *Isidro*– recap we should cut it down. Funnel Cake is a go!

*Donations?* *Mariela* – How should we approach looking for donations/sponsorships. *Isidro* - Maybe we should wait to the barrister’s ball. *Christopher –* Agrees BB is the bigger event, and we should wait to seek donations for BB. *Isidro* – lets work on getting a list of sponsors for the BB instead. While we aren’t look at it right now, it is something we can look in to. At this point in time, we don’t know if we are going to have time to get donations.

**RECAP OF B2SN DISCUSSION**

***Desert -*** Funnel Cakes. Will ask to decease the requested amount to 150 funnel cakes. As of now (with 200 guest) the amount is $1,500, will change once we ask to decrease the number of cakes requested. An email with the contact info was sent to reps/board by Rebeca.

***Bar*** – Rebeca is working on the drink list. We will have wristbands. We will ID-Ing. Budget for drinks is $600 (from the approved $6,500 budget)

***Layout*** – Kristine and Mariela will be meeting this upcoming week to discuss the layout of the event and will send an email with a rough idea of what we are planning to do.

*Request to Jackie* – can we please get a tablecloth, banner, and may we borrow your tables.

***Merch booth at B2SN*** – Jimmy and Kristine will be meeting to discuss details regarding getting some appeal ready to sell at the event. *Isidro* – we need to make the decisions this week to meet deadlines to sale them at the back-to-school event. We want to do this soft launch, before we do a normal launch towards the end of the semester.

***Food*** – Hot Dog are a go! We are looking at $2,000 as or right now. Need some clarification from H&G Hot Dogs on what we would be paying for. An email with the contact info was sent to reps/board by Rebeca.

***Decorations*** - will be ordering ASAP. Budget for the décor is $300 max. *Isidro* – maybe we can get more ballons, make it look like more without having to spend a lot. Ask Kristine about Jimmy’s props, Jimmy says we can paint them if we want.

***Budget*** - Jenna is keeping track of the budget. All tentative numbers have discussed her and can be sent to Jenna as well.

* + - 1. Committee Updates

*Breakroom: Jacqueline*– will be setting up the breakroom today. Has a excel sheet with what was spent, has a new excel sheet with what we need/what we can purchase. Is waiting on approval of the reimbursement form she has sent for the items purchased that have been previously approved.

* + - 1. SBA Portraits

*Date:* Based off the date everyone/most people can attend. The results from the poll on WhatsApp, conclude that Sunday August 25th looks like the best date.

*Place:* Outside of the Federal Court house.

*Time:* Start taking pictures at 9 AM but be there earlier. Should we carpool? Isidro will send the new information on the WhatsApp. Isidro doesn’t think it will take too long.

* + - 1. Major Events

*1L Elections:* *Isidro* - Elections will be held late September early October (per Bylaws). Rebeca oversees the 1L Election Committee. *Noor* – Proceeded to explain her experience running last year as a 1L representative. Rebeca will send out more information as the election date comes closer.

* + - 1. Member Ideas

*Idea #1: Christopher* – the DAs office is doing a walk of the building next Wednesday the 21st at 11 am. Will be meeting the administration and doing a walk around of the Das office. Meet at the front door. Event should last till 12pm. SJCL is expected, go to the public entrance, push the intercom button and let them know that you are will SCJL and ask for Leslie.

*Idea #2:* *Christopher*- During orientation noticed DTP had events for 1Ls, such as outlining and briefing, that will take place a few times int eh semester from 5-6 pm. Chris suggest that the SBA should do something similar maybe on a Saturday or Sunday. That way if they can’t attend DTP’s weekday event then they can try to attend one that is hosted on the weekend. Chris mentioned that 1L year is very hard and felt his class had to learn a lot on their own. Does not have a specific date in mind. Maybe we should do a briefing session once and outlining session maybe in the middle of the semester. *Jimmy* – LAWSUIT will be doing the same. They have three events lined up on August 22, Sept 12, and Sept 26. Events will occur on Thursdays 5-6 pm. Who can help run an SBA outlining event? Jimmy, Jacqueline, and Isidro can help Christopher.

*Comments: Noor* – we should do something else. Maybe we can talk about Midterms and Finals prep instead. Do the outlining but also tips and trick on studying for finals. By the time we do a session, at that point in the semester, they should already know how to brief.

Isidro – that a good idea. *Isidro and Noor* – Lets do tips that have worked for us on how to pass the finals, do we use flash cards or websites, etc. . . . Noor can also help with the sessions.

* + - 1. Finance Breakdown

*Balance: Jenna* – The SBA’s balance as of yesterday is $16,164.96 New balance after the check for the venue is cashed will be $13,928.43. Jenna and the B2SN Committee are also keeping track of spending for B2SN.

*Student Fees:* Fees for the upcoming semester are not included in the balance. There are about 150 students enrolled for the upcoming semester. Will see the Student Fees in our account around October.

* + - 1. Open Forum
1. 2L Class Report: No report
2. 3L Class Report: No report
3. 4L Class Report: No report

No Comments or Concerns

1. **Adjournment – 11:27 am**