Transition Meeting Minutes

EEPC Meeting

July 7, 2016

Called to Order: 2:09 pm

Adjourned: 3:45 pm

New Business

1. General Notes

a. In the past - used “Group Me” to check in at events

b. In the past - Exclusive group chat for certain board members (President, VP, Secretary, Treasurer)

c. All forms are in the EEPC Google Drive

d. We have to clear the storage cabinet

e. Try to get funding from A.S.I

1. A.S.I Funding Policy: <http://asicalstatela.org/sites/default/files/content/upload/2014/10/policy-204-finance-funding-guidelines-policy-204.pdf>
2. TIE meeting

a. Order more food than last year - we ran out of food

b. Get TIE meeting registered as an event immediately - need to turn in registration 10 days before event

c. Get a crew to decorate the lounge

d. Let new students into the kitchen in groups

e. Make an event timeline, letter from President/VP, and other information to share with students

1. Speak of chaperones (include a life-scan form in folder), create

yearbook order forms

f. Market or sell EEP merchandise

1. Back to school potluck
2. No definite date (preferably after the first fall EEPC meeting)
3. No need to register it as an official event
4. Create sign-up sheet the first week
5. Replacement
6. More favored option: Dogwoods camp group at Lake Gregory
7. Back-up plan: Newport beach group camping
8. Date pending
9. Beach Day
10. Redondo Beach

1. August 14th

2. $10-15 per person

3. Many activities: kayaking, eateries, etc.

1. Bowling Night
   1. Details

1. At Golden Mile

2. $25 per person

3. July 22, 2016

4. Start getting chaperones immediately

5. Send out permission slips a week before the event

1. Determine a Yearbook Company
2. Possible companies: Lifetouch, Memory Book
3. Possibly a digital yearbook
4. Order early for discounts
5. Increase the price as time passes
6. Graphic design tips: As little empty space as possible
7. Order around 50 yearbooks
8. Try to get pictures by the end of fall semester
   1. Perhaps have a photoshoot in the lounge

Open Issues

1. Tutoring Log
2. Create forms for TIE meeting
3. Website
   1. Set up a new account for the PayPal feature
4. Bank Transfers
   1. Need to reimburse people for events

Old Issues

1. Email List
   1. Distributed to those who requested it

Event Calendar

1. Bowling Night
   1. July 22
2. Beach Day
   1. More information above in notes
   2. August 14th
3. Catalina Replacement
   1. TBD
4. Back to School Potluck
   1. TBD
5. Fright Night
   1. Oct. 29
6. Thanksgiving Potluck
   1. TBD
7. Holiday Party
   1. Dec 10
   2. Possibly at LA Live (near Staples Center)
   3. Back-up plan: Pershing Square
8. Big Bear
   1. December 12 - 16
   2. Many advocate for extending the date

1. Counterargument: Do not extend it, as people get bored

* 1. Book and plan Big Bear trip right after fright night
  2. Limit how many people can go (cap attendance at about 65)

1. Spring Park Picnic
   1. TBD
2. Spring Formal
   1. TBD
3. Talent Show
   1. TBD
   2. Ensure that it’s not the same date as Grad. Night