



Foothill College 12345 El Monte Road, Los Altos Hills, CA 94022



Executive Board Meeting

July 29, 2008

Meeting location: Altos Room Room 2019

Present: MariaElena Apodaca, Donald Dorsey, Melanie Hale, Joyce McLeod, Asha Harris, Ouida Mathis, April Henderson, Joyce Henderson McLeod, Myisha Washington, Matais Pouncil and Raissa Mbassa, David Ellis

Absent:

- I. The Meeting was called to order at 3:10 PM.
- II. **Introduction of new/old AAN board-** Individual readings of By-Laws/ Introduction of 08' board to new board of 09' / Passing of information binders to new executive board 09'.
- III. **08' board overview of position duties/responsibilities-** *Melanie-* Presented responsibilities of Vice President position, personal background with network. Provided goal suggestions of increasing communication with students in AA orientation/increase student services. *Asha-* Update of Internet website/photos/griot. *Maria-* Suggestion for Secretary 09'-Update email list/get notes to provide minutes. *Tres-* Improvement needed of tracking of receipts/generate check request/ creation of two accounts (student & Dist)/Monitor ending balance/update budget online/usage of logo on all AA projects. *Don-* Role of student club liaison/Strategies on getting student leaders to meetings. *Joyce-* community liaisons/research committee programs share information/Donate to other clubs with AAN logo on it.

Business cards- executive business cards/ Letterhead/Asha will send template for business cards.

Academic calender/Budget overview- explanation of program calendar/ Don will forward Template to Steve to assist in getting committee started.

Planning guild for Fall/Spring Griot- challenges: participation, Article to meet deadline/editing (campus marketing)/ photo/ mailing.

Student Orientation/BBQ/Student welcome back/- In need of host & marketing.

King Luncheon- Invite local citizens in community/possible Ethiopian speaker (Board makes decision)/Tickets-get date early to print tickets

IV. Meeting adjourned at 12:30pm.

Next Executive Board meeting TBA