



ASBTC

Associated Students of Bellingham Technical College

Striving for Student Success

Contact: asbtc@btc.ctc.edu | 360.752.8357 | Campus Center (CC) Room 300

EXECUTIVE MEETING MINUTES

January 6, 2014

◆ Call to Order:

Meeting called to order by Vice-President Marlon at 3:30 p.m.

◆ Attendance:

Marlon, Gagan, Mike, Danielle, Susan, Todd

Absent: Scott (unexcused), Matt (excused)

Advisors: Nicole

Danielle stated that all executive board was in good standing.

◆ Reading and Approval of Minutes:

January 3, 2014 minutes were approved. Gagan motioned to approve, Danielle seconded. All approved.

◆ Funding Requests:

- ◆ **Coffee for Students** – Following up from the last meeting regarding a request for “Coffee for Students” on the first day of school the team determined that there is not enough time to arrange this. Some type of event will be held on a later date.

- **ACTION – Danielle will email Mike Fentress and let him know the decision.**

◆ New Business

- ◆ **Resignations** – Scott, Director of Legislature has resigned due to his new job. Todd motion to accept his resignation, Mike 2nd, all others approved. Also clarification of Rachel’s resignation was that she was done at the end of Fall Quarter 2013. Todd made motion to accept Director of Finance Rachel resignation, Mike 2nd, all other approved.
- ◆ **Retreat** – Confirmation that the ASBTC Executives will have retreat on Friday, January 10, 2014 from 3 p.m. to 8 p.m. at Cascade Pizza.
- ◆ **Confidentiality** – Confidential agreements were signed by Susan, Gagan, Mike, Danielle and Marlon. Todd has already signed one. Nicole reminded everyone to be very careful, and don’t repeat conversations you may have with fellow classmates regarding such discussions as grades etc.
- ◆ **Training Opportunity** – Nicole reminded team that there will be a training opportunity for leadership the last week of January. She still needs availability from Mike, Matt & Marlon.
 - **ACTION – Matt, Mike & Marlon need to email Nicole ASAP.**
- ◆ **Photos** – Pictures are posted on the wall in the ASBTC Student area.
- ◆ **Elections** – Matt and Todd will present their suggestions for the Policies and Procedures with regards to Elections at the retreat meeting on 1/10/14. In the meantime, Linda is going to order supplies to identify eligible senate voters and Gagan will work with to iron out the details.
 - **ACTION – Matt and Todd to prepare this information. Gagan and Linda to work together to get supplies order in time for first senate meeting on January 15, 2014.**

- ◆ **Shirts** – Linda mentioned that shirts have arrived.
 - ACTION – Pick them up in ASBTC office.
- ◆ **Flag Pins** – Todd purchased flag pins for leaders to wear. Susan made a motion to reimburse Todd for these, Mike 2nd, all approved.
- ◆ **Business Cards** – Linda will order cards for Mike.
- ◆ **Cafeteria Coverage** – A schedule has been created for the first week of school to have an Executive at a table for ASBTC in the cafeteria from 11 a.m. to 12 p.m. Danielle & Mike, January 8; Todd, January 9; Gaga, January 10; Susan, January 13; Marlon, January 14. Further discussion regarding if this will be a continued throughout the quarter will be discussed at the retreat.
 - ACTION – Susan will send these schedules to the appropriate calendars. Marlon to add to agenda for retreat.
- ◆ **Leadership Cords for Graduation** – Todd made a motion to order leadership cords for the 2014 Graduation, Danielle 2nd, all others approved. Further discussion at the retreat will be necessary to select a color and determine what branches of leadership will wear them.
 - ACTION – Marlon to add to agenda for retreat on Friday.
- ◆ **Budget** – When the budget is moved to canvas Linda needs to be informed.
 - ACTION – Marlon to inform Linda of this when it happens.
- ◆ **Digital Media** – Todd is having a meeting with Marni regarding this and will report back.
 - ACTION – Todd will keep ASBTC informed.
- ◆ **Peer Mentoring** – Todd stated that the first meeting will be on January 8, 2014. A flyer has been created; Todd and Danielle are the contacts and will be meeting regularly. More updates to come.
- ◆ **Executive Meetings** – Schedule will be finalized on Friday at the retreat for winter quarter Executive Meetings.
 - ACTION – Marlon to add to agenda for retreat on Friday. Todd will also confirm Malcolm’s availability.
- ◆ **Door to Door** – Team will finalize on Friday a schedule for door to door to all students for meeting/greeting in winter quarter.
 - ACTION – ACTION – Marlon to add to agenda for retreat on Friday.
- ◆ **Follow up from Marlon** – Marlon confirmed that he had contacted Gabe regarding his request in fall quarter 2013 to cover the costs of donuts in his program and explained that ASBTC had decided not to commit to this. Marlon is also going to share the details of his recent conference in Scottsdale at the Friday meeting
 - ACTION – Marlon to add to agenda for retreat on Friday.
- ◆ **Denmark Students** – A decision will be made at the meeting on Friday regarding the request for the students from Denmark.
 - ACTION – Marlon to add to agenda for retreat on Friday.

◆ Adjournment

- ◆ Gagan made a motion to adjourn, Danielle 2nd, all others approved. Meeting adjourned at 4:22 p.m.

Executive Meeting Minutes Approved By:

Susan Paull – Director of Administrative Affairs - Minutes

Marlon Jennings –ASBTC President

Program:

Senator:

Instructor:

Date: