Puente Club

Cabinet Meeting Agenda
Tuesday, October 4th, 2011
1:20-2:20pm

Type of Meeting: Cabinet Meeting
Location of Meeting: SAC

I. Call to order

II. Roll call
   Advisor Solis
   Advisor Johnson
   President Trinh
   Vice President Monroy
   Secretary Belk
   Treasurer Jaramillo
   Peer Ambassador Esqueda
   Peer Ambassador Kimbrough
   ICC Rep. Wakefield
   Public Relation Liaison Aquino
   Outreach Liaison Guevara *Absent*
   Fundraising Liaison Lopez
   Mentoring Liaison Rey
   Community Service Liaison Verduzco
   Historian Garcia
   Historian Nguyen

   Absence Report:
   Quorum was established:
   Minutes approved by:

III. Old business
   a) Charter Packet
   b) Sport Day Potluck
   c) Contact Sheet
   d) Club Calendar (Unfinished)
   e) Committee needs to be established
   f) Community Service
   g) Project Planning Checklist need to be completed and turn into the Advisors
   h) Committee Reports

IV. New business
a) **Form of Communication and Announcement**

1. We have our email and face-book page so we need to start using them to make announcement
2. Our historian need to be updating the Puente Club Board

b) **Transfer Made Easy Conference**

1. Thursday October 6th, 2011 at the SAC
2. Do the Advisors need help setting up?

c) **Establishing Fundamental Committees**

1. Newsletter, Fundraising, and Community Service Committees
   - These committee need to establish a committee and begin working on their project
   - Newsletter committee needs to begin working and provide report by next Cabinet Meeting
2. Committee Chair need to send in reports of progress every week

d) **Club Calendar**

1. Activities need to be finalized and made into action
2. Calendar must be established by next General Meeting (no exception)

e) **Protocol for Posting Flyers**

f) **Pictures of Activities**

g) **Committee Report**

h) **I-pad Fundraising Report**

i) **Financial Report**

j) **Hispanic Heritage Celebration**

k) **Cabinet Contract**

V. Forums:
   Advisor Solis
   Advisor Johnson
   President Trinh
   Vice President Monroy
   Secretary Belk
   Treasurer Jaramillo
   Peer Ambassador Esqueda
   Peer Ambassador Kimbrough
   ICC Rep. Wakefield
   Public Relation Liaison Aquino
   Outreach Liaison Guevara
   Fundraising Liaison Lopez
   Mentoring Liaison Rey
   Community Service Liaison Verduzco
   Historian Garcia
   Historian Nguyen

VI. Financial Report:

Account Balance:
VII. Next Meeting:

VIII. Adjournment: