Puente Club

Cabinet Meeting Agenda
Tuesday, September 20, 2011
1:20-2:20pm

Type of Meeting: Cabinet Meeting
Location of Meeting: Building 21, Room 170

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
   Fundraising Liaison Lopez
   Mentoring Liaison Rey
   Community Service Liaison Verduzco
   Historian Garcia
   Historian Nguyen Absent

   Quorum was established:
   Minutes approved by:

III. Old business

   a) N/A

IV. New business

   a) Charter Packet
      1. Executive Officers need to turn in their bursar print out to Vice-President Monroy as soon as possible
      2. Deadline for print out should be no later than Thursday, September 22nd

   b) Sport Day Potluck
      1. Who is responsible for the agenda
      2. Where will the materials come from?
3. How do we get the main dish?

e) **Contact Sheet**
   1. ICC Rep. Wakefield’s information need to be revised
   2. Contact Sheet will be provided at the next General Meeting

d) **Club Calendars**
   1. Meeting calendar is completed with proper dates
   2. Activities Calendar needs to be worked on and presented by next General Meeting

e) **Committees need to be established**

f) **Community Service**
   1. Community Service Committee needs to begin their search for community service sites
   2. The deadline for the first 2-4 site should be by September 30th with the following questions answered:
      - How many people can each site accommodate?
      - What activities will we be doing at each site?
      - Do the sites agree with our time?
      - Location of the site?
   3. Refer back to the Newsletter for additional community service sites

g) **Project Planning Checklist needs to be completed and turn into the Advisors**

h) **Committee Report**

V. Forums:
- Advisor Solis - motivational Conference - drivers - tickets
- Advisor Johnson - block party - senior day - schedules
- President Trinh - t-shirts
- 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: