**October 14, 2020**

**MEETING ATTENDEES:** Liliana Cruz, Ferdinando Castro Gonzalez, Fatima Cruz, Hannah Spohn, Clara Saenz, Stephen Rogers, Amelia Andrews

**Start time 12:07**

1. Budget
	1. Still planning amount allowed for fall conference speakers

 b. Still collecting dues

1. Public Relations officer
	1. New poster for event
	2. Needs bios for Hannah Spohn and Ferdinando Castro Gonzalez

 III. Parliamentarian reports

 a. Presentation and ideas on reaching students

 b. Advises and passes motion to record future meetings

 IV. Madam President yields floor.

 a. Instructs new executive leaders

* + 1. Their roles
		2. The fall conference
		3. The other executive leaders’ roles

 b. Updates on the politicians she has contacted

 V. Advisor gives report

* 1. How to find a keynote speaker
	2. Steps to take for the fall conference
		1. If we cannot find enough politicians, we may extend lunch break.
	3. Filling committee chair positions
		1. As executive leaders, we can appoint ourselves as chairperson.

 VI. Committees who have applied and their meetings

* 1. Planning meeting times
		1. 11:00 am - 11:30 am
		2. 11:30 am –12:00 pm

 VII. Co-advisor Stephen gives advice

 a. Robert’s rules

* + 1. How to categorize future board reports and agendas

 b. Potential future edits to constitution

**Adjournment: 1:14**