



ALPHA GAMMA SIGMA, INC.
SPRING STATE ADVISORY BOARD MEETING
April 13, 2013 DoubleTree Hotel, Ontario, CA
Minutes and Standing Rules for the Order of Business

Standing Rules for the Order of Business:

1. The agenda is fixed once a motion to accept, amend, add to, and/ or change an agenda has passed.
2. All items listed as action items will begin with a motion.
3. All items listed as non-action contain information only. No action will be taken on these items. Future agenda issues may surface from these items and, if they do, they should be noted for future agendas.
4. Old business and new business will be handled first after the meeting is called to order, the minutes have been approved, and the agenda is set.
5. Debate on all action items on the agenda will follow an alternate pattern of “one member speaking for” and then “one member speaking against” the issue so as to facilitate the discussion, eliminate repetition of ideas, and air both sides; once one side of the debate no longer has a member speaking either pro or con, the debate will end, and the question will be called to a vote.
6. The debate on a particular action item should not exceed ten minutes unless the body wishes to extend the time allotted for discussion.
7. All reports should contain non-action items only.
8. Anything embedded in a report that is significant and merits discussion as an action item should be identified as such when the agenda is being set at the beginning of the meeting, or should be held over as a future agenda item.

- I. **Call to Order and President’s Opening Remarks:** Chris Gilbert called the meeting to order at 10:15 after the chapter roll call had been completed in the main meeting room. He told us that his job was to run the meeting and to begin the meeting, as is our custom, he asked the advisors to introduce themselves. He asked advisors to tell us their college, their subject area, and how many years they had served as an advisor to their chapter.
- II. **Self-Introductions:** Advisors introduced themselves and there were many new advisors and 2nd year advisors. The elder advisors in the group were Terry Green and Steven Wallech who have both served as advisors for 25 years.
- III. **Explanation of the Sign-In Process:** Terry Green explained the attendance forms he had developed for the morning and afternoon evenings. He told the group that in the 3rd column of the forms, advisors were to sign their names, and in the 4th column of the forms, advisors were to print their names. If a chapter had more than 1 advisor attending, they were to write small in the respective boxes so that all the names would fit. The advisors from the following colleges were present during the morning meeting:

ALLAN HANCOCK COLLEGE LOMPOC CENTER: Kathy Headtk, Mary Alice Majowe
ANTELOPE VALLEY COLLEGE: Matthew Jaffe, Mark McGovern
CABRILLO COLLEGE: Yves Tan
CHABOT COLLEGE: Randy Taylor as proxy
CITRUS COLLEGE: Maria LeDuc, Andrea Mullin
CITY COLLEGE OF SAN FRANCISCO: Chris Kox, Frederick Teti
COLLEGE OF MARIN KENTFIELD: Jessica Park, Toni Yoshioka
COLLEGE OF SAN MATEO: David Laderman
COLLEGE OF THE CANYONS: Mehgen Andrade
COLLEGE OF THE SEQUOIAS: Stephen Tootle
CONTRA COSTA COLLEGE: Patricia Herrera, Maritza Vande Voorde
CRAFTON HILLS COLLEGE: Robert D. Brown
CUESTA COLLEGE: Chris Gilbert
DIABLO VALLEY COLLEGE: Chris Capozzo, Obed Vazquez
EL CAMINO COLLEGE: Vicki Mack
EL CAMINO – COMPTON CENTER: Dustin Black
GAVILAN COLLEGE: Jennifer Nari
GOLDEN WEST COLLEGE: Valerie Venegas
LAKE TAHOE COMMUNITY COLLEGE: Bruce Ambrust
LAS POSITAS COLLEGE: Randy Taylor
LONG BEACH CITY COLLEGE LAC: Steven Wallech
LONG BEACH CITY COLLEGE PCC: Margaret Antonio
LOS ANGELES HARBOR COLLEGE: Shazia Khan, Megan Lange
LOS ANGELES MISSION COLLEGE: Achin Kundu
LOS ANGELES PIERCE COLLEGE: Kaycea Campbell, Brad Saenz
LOS MEDANOS COLLEGE: Phil Gottlieb
MERCED COLLEGE: Jennifer McBride
MISSION COLLEGE: Ashley Piekarski
MODESTO JUNIOR COLLEGE: Kristy Carlsen, Teri Curtis, Jacqueline Faris, Susan Kerr
MONTEREY PENINSULA COLLEGE: Lauren Handley
MOUNT SAN ANTONIO COLLEGE: Art Nitta
NORTH CENTERS REEDLEY: Jay Leech
ORANGE COAST COLLEGE: Teresa Scarbrough
PASADENA CITY COLLEGE: Robert Randall
REEDLEY COLLEGE: Michael Cole
RIO HONDO COLLEGE: Rowena Mendoza
RIVERSIDE COMMUNITY COLLEGE: Surekha Acharya
SAN BERNARDINO VALLEY COLLEGE: Joe Notarangelo
SAN JOAQUIN DELTA: Jesus Lopez for Chris Wardell
SANTA MONICA: Terry Green, John Quevedo, Brian Rodas, Betty Wong
VENTURA COLLEGE: Deborah Pollack
WEST LOS ANGELES COLLEGE: Thomas Harjuno
WEST VALLEY COLLEGE: Tina Golaw, Andrew Kindon
WILLOW/INTERNATIONAL CENTER: Erik Fritz, Heather A. Hubbard

- IV. Explanation of the Standing Rules:** Steven Wallech clearly went over the Standing Rules for the Order of Business listed above on page #1. He told us that these rules were adopted to make our meetings more efficient and timely. He gave us a history lesson about how our Spring Convention State Advisory Board Meetings used to take meeting on Friday nights and all day Saturday. Using the Standing Rules for the Order of Business, we no longer stay on one issue more than 10 minutes unless extended by voting, so whatever agenda we have can be completed by only meeting on Saturdays.
- V. Additions/Deletions to the Agenda:** Under Old Business item A: AGS Statewide Prototype/Survey and item D. Statewide Student Board of Officers were both deleted. Under Old Business item: B: Information about Current AGS Web Site became item A. Under X. New Business, item B Exemption requests was amended to become B1: Exemptions requests: a) Citrus College b) Antelope Valley College c) College of San Mateo d) Orange Coast College. The following items were added under X. New Business. B2: El Camino – Excluded Student from being a Scholarship Applicant, F. Information on New and Activated Chapters, G. Nomination for the Distinguished Advisor Award and H. T-Shirt Contest.
- VI. Approval of the Agenda:** The agenda was approved with the above amendments and additions.
- VII. Corrections to and Approval of the Minutes** On page 1 Item II. Self Introductions: Maritza Vande Voorde’s spelling of her name was corrected. On page #2 item VIII. Corrections and Updates to the State Advisory Board, the incorrect information was deleted.
- VIII. Corrections and Updates to the State Advisory Board Directory:** Andrew Kindon, our State Advisory Board Directory Editor, told us to double check our e-mail addresses in the directory as e-mail has become our major form of communication.
- IX. Old Business:**
- A) Current AGS Web Site:** John Quevedo told us that chapter web site addresses are listed at the State AGS web site at: <http://www/ags-honors.org/ChapterLinks.html>. A chapter may request that the link be updated by sending an email to stateagswebsitecoordinator@gmail.com. He also told us that there is an unofficial State AGS Facebook page with information about the 2013 State AGS Convention. In the future, it will need to be decided if there will be an officially sanctioned State AGS Facebook page, and if it will be the future web site coordinator who maintain the Facebook page. He concluded by telling us that the State Advisory Board needs to recruit someone who is knowledgeable about web site development, and who will maintain the new site in the future.

B) New AGS Web Site: Obed Vazquez talked about the progress of our future web site. He told us that we are currently working with a web site designer to have a new, improved web site. He has taken on other responsibilities so he has not moved as fast on this project as he would have hoped. He would like to get a committee together later to discuss how he should move forward with this project. There are several important issues to discuss including ownership, maintenance fees, and what attributes the site might have. Susan Kerr, Jacqueline Faris and Erik Fritz volunteered to serve on a committee to help Obed with the planning of the new site.

X. New Business:

B2) El Camino – Excluded Student from being a Scholarship Applicant: Note: We skipped forward to this item. **MOTION #1:** Vicki Mack moved that her student’s application be read and considered for a scholarship at this convention because it was not received by mail even though it was sent by Certified Mail. Steven Wallech seconded the motion. **(MOTION #1 FAILED.)** The scholarship application directions are very clear that the scholarship applications must be sent by Priority Mail and not by Certified Mail.

A late addition to the agenda: MOTION #2: Jacqueline Faris moved that we form a committee of the whole to change the already approved agenda. She moved to add under X. New Business Item I. \$4,000 to be used from 2013 Convention Profits for 2013 Scholarships: Steven Wallech seconded the motion. **(MOTION #2 CARRIED.)**

A) Slate of officers for 2013-2014: MOTION #3: Steven Wallech moved that we accept the following slate of officers for service to AGS, and that we seek from the advisory board volunteers to fill any vacancies. Terry Green seconded the motion. **(MOTION #3 CARRIED.)**

1. President – Chris Wardell
2. VP/President-Elect – Henan Joof
3. Vice-President Elect –
4. Secretary – Terry Green
5. Treasurer – Jacqueline Faris
6. Vice-Treasurer – Maritza Vande Voorde
7. Chair of Scholarship and Awards – Jennifer McBride
8. Vice-Chair of Scholarship and Awards – Vince Piro
9. Secretary of Extension and Eligibility – Fred Teti
10. Collector of Permanent Records – Jacqueline Faris
11. Secretary of Intercollegiate Relations – Randy Taylor
12. Advisory Board Directory Editor – Andrew Kindon
13. Webmaster –
14. Parliamentarian – Steven Wallech
15. Publicity Chair – Chris Gilbert

B1) Exemption Requests:

- a) **Citrus College: MOTION #4:** Fred Teti moved that the advisory board exempt Citrus College from the Permanent Member Report component of the good standing criteria for 2013. Andrea Mullin seconded the motion. **(MOTION #4 CARRIED.)**
- b) **Antelope Valley College: MOTION #5:** Fred Teti moved that Antelope Valley College be exempted from the Permanent Member Report component of the good standing criteria for 2013. Andrea Mullin seconded the motion. **(MOTION #5 CARRIED.)**
- c) **College of San Mateo: MOTION #6:** David Laderman moved that the College of San Mateo be exempted from the Permanent Member Report component of the good standing criteria for 2013. **(MOTION #6 CARRIED.)**
- d) **Orange Coast College: MOTION #7:** Teresa Scarbrough moved that Orange Coast College be restored to good standing despite its inability to attend the minimum number of required meetings. Jessica Park seconded the motion. **(MOTION #7 FAILED.)**

C) Clarification of “proxy” in the standing rules: MOTION #8: Jacqueline Faris moved that Item 6 of the Standing Rules contradicts procedure #2: the former identifies a proxy from any college and the latter states a designated certified substitute from the same college. This motion brings the two statements in alignment in favor of established procedure #2. Steven Wallech seconded the motion. **(MOTION #8 WAS TABLED.)**

D) New standing rule authorizing treasurer to make payments for the general operation of AGS: MOTION #9: Jacqueline Faris moved that the Standing Rules be changed to reflect the actual practice in the following ways: Delete items 2, 3 and 4 under apportionment of funds. Add a new Item 2: The treasurer is authorized to pay required bills of Alpha Gamma Sigma up to an amount not exceeding the annual dues money collected for this purpose. Patricia Herrera seconded the motion. **(MOTION #9 PASSED.)**

Item E was moved to the afternoon portion of the meeting.

F) Information on New and Activated Chapters: Los Angeles Pierce College (Pi) was reactivated and the advisor is **Kaycea** Campbell. Fullerton College (Epsilon) was also reactivated but was not able to attend the convention this year.

G) Nomination for Distinguished Service Advisor Award for 2014: MOTION #10: Randy Taylor moved that John Few, former AGS Advisor from City College of San Francisco be given the 2014 AGS Distinguished Service Award. Steven Wallech seconded the motion. **(MOTION #10 PASSED.)**

H) AGS T-Shirt Contest: MOTION #11: Susan Kerr moved that the AGS Convention contests be expanded to include a t-shirt design contest with the categories similar to the name tags. Jacqueline Faris seconded the motion. **(MOTION #11 PASSED.)**

I) Approve \$4,000 for scholarships: MOTON #12: Jacqueline Faris moved that the State Advisory Board approve spending \$4,000 of the 2013 Convention profits for 2013 scholarships. Joe Notarangelo and Fred Teti seconded the motion. **(MOTION #12 PASSED.)**

XI. Calendar Update:

Event	Date	College
2013 Spring Convention, (South) Ontario, CA	April 12-14, 2013 Double Tree Hotel	Host: Antelope Valley Registration: Santa Monica College
2013 FAM (South)	First Saturday of October	Host and Registration: Glendale Community College
2013 Northern Regional Conference	November 2, 2013	Host and Registration: Las Positas College
2013 Southern Regional Conference	TBA	Host: Riverside City College, Registration: Riverside Community College, Norco College
2014 Spring Convention, (North) San Jose, CA	April 4-6, 2014	Host: Merced College Registration: Las Positas College
2014 FAM (North)	First Saturday of October	Host and Registration: Diablo Valley College
2014 Northern Regional Conference	TBA	Host: Mission College Registration: Cabrillo College
2014 Southern Regional Conference:	TBA	Host: Citrus College Registration: Orange Coast College
2015 Spring Convention, (South), Ontario, CA	April 17-19, 2015	
2015 FAM (South)	First Saturday of October	Host and Registration: Citrus College
2015 Northern Regional Conference	TBA	Host and Registration: Modesto Junior College
2015 Southern Regional Conference	TBA	Host: Rio Hondo Registration: Los Angeles Pierce
2016 Spring Convention, (North), San Jose, CA	April 8-10, 2016	Host: West Hills College Registration: Modesto Junior College
2016 FAM (North)	First Saturday of October	Host and Registration: Fresno City College
2016 Northern Regional Conference	TBA	

2016 Southern Regional Conference	TBA	
2017 Spring Convention (South) Ontario, CA	April 21-23, 2017	
2017 FAM (South)	First Saturday of October	

The 2018 Spring Convention in Northern California will be during the weekend of April 13th through the 15th and the 2019 Spring Convention in Southern California will be during the weekend of April 5th through the 7th.

Jacqueline Faris made the following announcements before lunch: 1) The hotel has given us a suite for changing clothes for those students who are driving in and need a place to change before the banquet. 2) Overall student behavior has been terrific. There have been some door-slamming complaints. She asked students to hold the door as it closes so that we do not disturb other guest and students that are sleeping in their rooms. Chris Gilbert notified us that the meeting would reconvene at 2 PM.

The advisors from the following colleges were present during the afternoon meeting:

- ALLAN HANCOCK COLLEGE LOMPOC CENTER: Kathy Headtko, Mary Alice Majowe
- ANTELOPE VALLEY COLLEGE: Matthew Jaffe, Mark McGovern
- CABRILLO COLLEGE: Yves Tan
- CHABOT COLLEGE: Randy Taylor as proxy
- CITRUS COLLEGE: Maria LeDuc, Andrea Mullin
- CITY COLLEGE OF SAN FRANCISCO: Chris Kox, Frederick Teti
- COLLEGE OF MARIN KENTFIELD: Jessica Park, Toni Yoshioka
- COLLEGE OF SAN MATEO: David Laderman
- COLLEGE OF THE CANYONS: Mehgen Andrade
- COLLEGE OF THE SEQUOIAS: Stephen Tootle
- CONTRA COSTA COLLEGE: Patricia Herrera, Maritza Vande Voorde
- CRAFTON HILLS COLLEGE: Daniel Bahner
- CUESTA COLLEGE: Chris Gilbert
- DIABLO VALLEY COLLEGE: Chris Capozzo, Obed Vazquez
- EL CAMINO COLLEGE: Vicki Mack
- EL CAMINO – COMPTON CENTER: Dustin Black
- GAVILAN COLLEGE: Jennifer Nari
- GOLDEN WEST COLLEGE: Valerie Venegas
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- LAS POSITAS COLLEGE: Randy Taylor
- LONG BEACH CITY COLLEGE LAC: Steven Wallech
- LONG BEACH CITY COLLEGE PCC: Margaret Antonio
- LOS ANGELES HARBOR COLLEGE: Shazia Khan, Megan Lange
- LOS ANGELES MISSION COLLEGE: Achin Kundu
- LOS ANGELES PIERCE COLLEGE: Kaycea Campbell
- LOS MEDANOS COLLEGE: Phil Gottlieb

MERCED COLLEGE: Jennifer McBride
MISSION COLLEGE: Ashley Piekarski
MODESTO JUNIOR COLLEGE: Teri Curtis, Jacqueline Faris, Susan Kerr
MONTEREY PENINSULA COLLEGE: Lauren Handley
MOUNT SAN ANTONIO COLLEGE: Art Nitta
NORTH CENTERS REEDLEY: Jay Leech
ORANGE COAST COLLEGE: Teresa Scarbrough
PASADENA CITY COLLEGE: Robert Randall
REEDLEY COLLEGE: Michael Cole
RIO HONDO COLLEGE: Rowena Mendoza
RIVERSIDE COMMUNITY COLLEGE: Surekha Acharya
SAN BERNARDINO VALLEY COLLEGE: Joe Notarangelo
SAN JOAQUIN DELTA: Jesus Lopez for Chris Wardell
SANTA MONICA COLLEGE: Terry Green, John Quevedo, Brian Rodas
VENTURA COLLEGE: Deborah Pollack
WEST LOS ANGELES COLLEGE: Thomas Harjuno
WEST VALLEY COLLEGE: Tina Golaw, Andrew Kindon
WILLOW/INTERNATIONAL CENTER: Erik Fritz

XII. Reports (Non-Action Items)

- A. Board of Trustees Report:** Obed Vazquez, President of the Board of Trustees, told us that it is the job of the trustees to oversee the endowment fund. We took a major hit during when the stock market fell in 2008 and the value of the account fell below the guaranteed value of \$426,000. At this point, we cannot withdraw any money from the account but if the stock market continues to improve, we might be able to withdraw money in the future. He also told that there were two vacancies on the board and that he needed two advisors to step forward and become trustees.
- B. Convention Host Chapter Report:** None
- C. SAB President Report:** None
- D. SAB President- Elect Report:** None
- E. SAB Vice-President Elect Report:** None
- F. Treasurer Report:** Jacqueline Faris told us that 545 people were attending the convention this weekend, 100 more than 2 years ago. We had 43 chapters at the convention using 170 rooms. The chapters with the most attendees were: 1) Antelope Valley, 2) Pasadena and 3) Santa Monica, all chapters from Southern California. She told us that she built in an additional 10% into our fees to take care of any additional costs at the last minute. We were under our budget so it turned out that we had additional profits this weekend. She also told us that she was willing to help any chapter with the registration and hosting of future

conventions. She then offered any advisor who was willing to host a social for advisors at the next convention a free room for one or two people. Valerie Venegas volunteered to host the advisor's social event at the 2015 convention.

Jacqueline told us that we had \$151,898.74 in the bank as of 4-10-2013. \$28,988.00 was to go for scholarships tonight and \$84,339 was going to the hotel so that would give us \$38,571.74. \$7,495.85 was money that belonged to the jewelry account. \$9,761.34 was money that belonged to the operating budget account. \$2,000 of that money was designated for printing new brochures and \$6,000 was money designated for the development of the AGS website. That meant that we had a floating balance of \$13,314.55. John Quevedo volunteered to have new brochures made for the organization. He said that he knew a printer who potentially could do the job.

Jacqueline told us that her idea of charging late fees to get chapters to pay faster for the convention did not work. In 2012 she had not received \$10,000 by the start of the convention but this year, 2013, she had not received \$30,000. Thus, she will not charge late fees in 2014. What she would like to do is build up our floating balance so that in the future it will not be such a concern when chapters do not pay for the convention in a timely fashion. She planned to build up the floating balance from \$13,314.55 up to \$40,000 in a few years. She intended to take profits from conventions to build up the floating balance.

Jacqueline talked about how annual dues and permanent member report should never be done by students. These reports are the responsibility of advisors only. She told us that the paper work would be due by June 30th this year. Chapters had to turn in their chapter dues and permanent member reports if they wanted to be in good standing. If your chapter had no new permanent members, the chapter was to send in the form with NONE written on it. If that proved not to be true, a later report could be submitted with the correct information. She reminded us that chapter advisors had to personally mail the dues and permanent member reports. It should not be done by the business office. Do not mail the information by certified mail. Only send it by regular mail or priority mail.

Jacqueline told us that it would be good to have our permanent member information in electronic form. Patricia Herrera volunteered to get this major task started.

- G. Vice-Treasurer Report:** Maritza Vande Voorde told us that she made a major purchase of jewelry. She spent approximately \$4,960 to increase her inventory.
- H. Chair of Scholarships Report:** Jennifer McBride told us that there were 29 applicants for service awards. 15 students won Walsh awards at \$600 each and 4 students won Bell awards at \$600 each. 65% of the service award applicants won. She told us there were 39 applicants for academic awards. 22 students won Loly

awards at \$700 each, 2 students won Coffey awards at \$800 each, 5 students won Montovani awards at \$1,100 each and 1 student won the Jackson award receiving \$1,400. 77% of the academic award applicants won. Of the 68 total applicants, there were 49 winners, thus 72% of the applicants won. A total of \$36,500 was allocated to the 49 winners.

I. Vice-Chair of Scholarships Report: None

J. Secretary of Extension and Eligibility's Report: Fred Teti told us that he would have an updated Excel spreadsheet posted on our website that would show the exemptions that were granted at this meeting. He told us that advisors could write to him if they needed to know exactly what they had to do so that their chapter would be in good standing. He suggested that we change the way we turn in our permanent member reports. He suggested that in the future we could send in our permanent member report in a standardized Excel spreadsheet similar to how we turn in our rooming assignments. Your e-mail address could be your signature that the information was accurate. The permanent member information would go to Fred who could then easily forward it to Patricia. He also told us that he would send out an e-mail through Andrew Kindon asking chapters to send in their latest set of bylaws in electronic form. Chris Gilbert offered to send out his chapter's bylaws in electronic form so that other chapters could use them as a template for preparing their bylaws.

K. Publicity Chair Report: Chris Gilbert said that he would send out a press release template that chapters could use to prepare their own press releases to various media outlets.

XIII. Discussion (Non-Action Items) None

XIV. Announcements: None

XV. Adjournment: The meeting was adjourned at 3:50 pm.