



Assisteens Governing Body Meeting Minutes
January 6, 2025

Attendance:

- Attendance was taken and a quorum was met.
- Absent: Jolie, Riley

Call to Order: Kamryn

Meeting called to order at 7:04pm.

Reports

Chairman: Kamryn

- November Meeting minutes have been adopted as distributed and posted.

V.C. Membership: Riley

- Nothing to Report

V.C. New Members: Kyle

- New member meet and greet in April.

Philanthropy: Maddie

- Farm and Food Lab December event was a success.
- 7th Grade class is going to volunteer at Ronald McDonald House.
- Upcoming Help the Homeless event on February 8th.

Assistant Philanthropy: Brandon

- Library Crafts had a successful event on January 4th.
- Upcoming Balloon Training on January 12th.
- Upcoming Baby Layettes event on February 16th.

V.C. Fundraising: Ella

- Scheduled fundraiser on February 1st at California Fish Grill- Waiting for confirmation.
- See's Candy initial sales: \$8,075
 - Profit of \$2421
- Recycling made \$186 at the last event.

Assistant Treasurer: Lea

- Approved junior class reimbursement form for Families Forward.
- Received the senior class and tenth grade reimbursements forms for Families Forward.
- Make sure to submit reimbursement forms for expenses.

Corresponding Secretary: Ivy

- Sent out thank you letters to Igniting Potential donors
- Good on stationery.

Publicity: Sammy

Future Tasks:

- Post advertisements or promotions on Eventbrite, Nextdoor App, or similar platforms for library craft days.
- Make an Assisteens of Irvine sign for school carnivals for PR and new members.
- Group Assisteens photo for publications and promotions (ask Assisteens to wear t-shirts at next meeting).

Parliamentarian: Jason

- Governing body applications needed.
- Have to send out the slate of officers 30 days before March meeting.
 - Slate should be put together by around February 9th.
 - Communicate with advisors for nominating committee.

Junior Liaison: Isabella

- Nothing to report

Newsletter: Vine

- Still need reports from everyone (excluding Kamryn)
 - By this Friday would be ideal.
- If anyone has any photos from events please send them to Vine and take photos at the events attending.

Coordinator's Report: Ms. Campbell

- Reevaluating our events and current philanthropies and increasing total philanthropy hours required.
- Get the coordinator from IVC Food Pantry to come and speak at a future general body meeting.
 - Assisteens has largely contributed to the growth of the IVC food pantry and have been known for helping with this.
- Need to get Assisteens name out there through local newspapers or articles.
- Have gotten recertified for the presidential volunteer award.
 - Must earn the gold award- 100 hours required
- Will coordinate a group photo for Assisteens
- Nomination form will be sent out for next year's governing body.
 - Possible extension to the 22nd for the Assisteens meeting.

Meeting Adjourned at: 7:56pm

Respectfully submitted,

Jolie Wu

Recording Secretary