



Assisteens General Body Meeting Minutes  
November 20, 2024  
Venado Middle School

Attendance:

- Attendance was taken and a quorum was met.

Call to Order: Kamryn

- Meeting called to order at 7:10 pm.

Reports

Chairman: Kamryn

- Governing body positions (brief explanations)
  - Chairman Job Description: lead the general body and governing body meetings, appoint positions, and ensure a successful year.
    - Around 2-4 hours of work per month

Recording Secretary: Jolie

- Meeting minutes from September meeting approved
- Recording Secretary: Take meeting minutes and notes for governing and general body meetings.
  - Submit them to Ms.Campbell to be reviewed and sent out.
  - Motion for approval of previous meeting minutes.

V.C. Membership: Riley

- Make sure to submit your birthday to the form
- V.C. Membership Job Description: Take attendance at meetings, supervise: little buddy, sunshine, social, and self improvement.
- Self Improvement Chairman Millie: introduced speaker
  - Ruth Locke - Volunteer Groups Coordinator at OC Rescue Mission

V.C. New Members: Kyle (Absent)

- First and successful Juvenile Diabetes 1 volunteer event at Anaheim Stadium.
- V.C. New Members Job Description: Help new Assisteens integrate into the organization, communicate through the website, oversee hours.
  - Takes around 2 hours per month

Philanthropy: Maddie

- Philanthropy Job Description: Look over multiple philanthropies for Assisteens
  - Every month ask about updates or upcoming events for report.
  - Manage issues that come from philanthropy events.
- Help the homeless had a successful event on November 12th.

- OC parks had a successful event on November 13th.
- Beach Cleanup collected 20 pounds of trash November 3rd.
- Open positions for Thrift Shop Staffing on November 16th.
- Farm & Food Lab event scheduled December 8th.
- OC parks has an upcoming event on December 14th.

Assistant Philanthropy: Brandon

- Assistant Philanthropy Job Description: Oversee other 8 philanthropies
  - Reach out to philanthropies- ask to collect reports
  - Summarize reports for meetings and newsletter article
- RMH Trunk or Treat had a successful and fun event on October 25th.
- Library Crafts had a successful event on November 2nd.
- Breakthrough T1d had a successful event recently.
- Baby Layettes has an upcoming event on November 24th.

V.C. Fundraising: Ella (absent)

- Handels and Chipotle fundraisers were successful:
  - Handels made \$90
  - Chipotle made \$122.80
- Recycling has been collecting recyclable materials.
- Be on the lookout for an upcoming December fundraiser.
- V.C. Fundraising Job Description: Raises funds for philanthropies and reaches out to different restaurants and spots to host fundraisers. Manages Recycling and See's Candy.

Assistant Treasurer: Lea

- Assistant Treasurer Job Description: Look over reimbursement forms and ensure they line up with what was bought.
  - Fill out reimbursement forms and send to the treasurer.

Corresponding Secretary: Ivy

- Assist coordinator in compiling the new roster.
- Corresponding Secretary Job Description: Write thank you cards for organizations or individuals that contribute to Assisteens.
- Currently writing and sending thank you cards for Igniting Potential Campaign donations.

Publicity: Sammy (absent)

- Publicity Job Description: Promote Asisteens and post on Instagram.
  - Chairman sends reports/socials and Publicity is the one who posts it.

Parliamentarian: Jason

- Parliamentarian Job Description:
  - Ensure the governing body follows meeting procedures and rules.
  - Write up proposed motions.
  - Organize nominating committee and conduct Governing Body nomination meeting.

Junior Liaison: Isabella

- Junior Liaison Job Description: Help in answering questions for new Assisteens.

Newsletter: Vine

- Newsletter Job Description: Create the newsletter every month.
  - Get articles from governing body members.
  - Collect and compile photos from events.

Coordinator's Report: Ms. Campbell

- For those who want to be on the governing body make sure you have held a chairman position or have been otherwise very involved.
- Junior Liaison- must be an eighth grader.
- Governing body is nominated by a committee of Assisteens representatives then voted on by the membership.. Non-elected positions are selected by coordinator and chairman (parliamentarian, newsletter, and junior liaison).
- To apply you should have some experience and must fill out an application. (Should have past experience with Assisteens.)
- Need to be available the first Monday of every month - governing body meets on Zoom.
- Being on the governing body is a leadership position- looks good on applications and gives leadership, writing, and public speaking experience.
- Next general membership meeting is in January.
- Forms will be due by the January 15 meeting- nomination forms will be sent out (name, grade next year, qualifications).
  - These forms will go to Jason.
  - Must be in good standing: have attended most general body meetings, have at least half of hours required (15 hours of philanthropy), must have at least 8 hours .
  - Can be submitted digitally.
- Each class will choose two representatives for the nominating committee.
  - They will elect a slate of officers based on applications, qualifications, and job descriptions - 13 positions for governing body.
  - Chairman of philanthropy positions for next year come next.
- Make sure to pick up t-shirts and See's brochures.
- See's Candy Orders - hopefully processed by Saturday, order will be sent on Monday.
  - Packing event- December 8th
  - Distributing candy for pick up- December 14th
  - At the same time there will be a recycling day to drop off recycling.
- Be on the lookout for upcoming events and signups.

Meeting Adjourned at: 7:39pm

Respectfully submitted,  
Jolie Wu  
Recording Secretary