

SEIU LOCAL 521
WOMEN'S CAUCUS/LATINO CAUCUS
JOINT PLANNING MEETING
FOR
END OF THE YEAR ALL CAUCUS EVENT
ON DECEMBER 9, 2017
MEETING MINUTES
DECEMBER 4, 2017

Planning Meeting held in lieu of regular December 4, 2017 Women's Caucus Meeting.

Called To Order: Latino Caucus Chair Lorenzo Lambaren called the meeting to order at 6:00P.M.

Attendance: verified by sign-in sheet on file in Union Office.

Set Up Team: Planning Committee Chair Veronica Moya asked for volunteers to set up on Friday. The general consensus was that everyone that was available would meet at the Union office on Friday at 5:30 P.M. for set up. Jennifer Jensen shared that the Admin Staff would set up the tables on Friday during the day. A general layout was designed. Copy given to Admin Staff.

Break Down/Clean Up Team: the consensus was also for everyone to staff after the event to clean up. Those that did volunteer were Patricia Stratham-Clay, Jennifer Jensen, Sergio Garcia, Cecilia Tatum, Francis Coronado, Daniel Galindo and Matthew Coronado.

Decorations/Centerpieces/Table Clothes: Veronica Moya and Heather Furman are going to purchase the decorations/centerpieces and table clothes on Tuesday, December 5, 2017 and bring to the Latino Caucus meeting on Wednesday, December 6, 2017.

Santa: Veronica's son, Paul, stated that he will be Santa. Nancy Her was supposed to have dropped the Santa suit off at the office. Will need to verify. **Lucia Sapiens made a motion to donate Santa (Paul) with two \$25 Visa gift cards. Seconded by Dawn Gallegos. Discussion: none. Vote taken. Motion passed as presented.**

Food: a motion had been made and approved to employ Anthony Cox.

Program:

- 5:30 P.M. – 6:00 P.M. = Meet & Greet
- 6:00 P.M. - 6:30 P.M. = Welcome, Introductions Of Caucus Members/Chairs And Brief Reports
- 6:30 P.M. - 7:15 P.M. = Dinner (Will Randomly Number Tables. Will Draw #s To Be Served
- 7:15 P.M. - 8:15 P.M = Santa, Raffles and Wrap Up.

Raffle Prizes:

- AFRAM -- 12 \$25 Gift Cards
- PWD -- A Minimum Total Of 4 \$25 Gift Cards
- Latino -- Arvelia Via Cooper-Whigham made a motion for Latino Caucus Fresno to purchase 12 10 gift cards from McDonald are for Children's Raffle. Seconded by Lucia Sapiens. Vote taken. Motion passed as presented.

Music: APALA is providing the services of Solomon Barela as DJ

Deserts, Chips, Etc.: Women's Caucus Chair Jennifer Jensen stated that the Women's Caucus has a \$250 2017 Budget Line Item For The End Of The Year Caucus Event. Arvelia Via Cooper-Whigham made a motion to use the money to purchase cookies, desserts, chips, dips and other miscellaneous food items. Seconded by Lucia Sapiens. Discussion – none. Vote taken. Motion passed as presented.

Meeting adjourned.

Respectfully Submitted


Jennifer Jensen
Women's Caucus Chair & Latino Caucus Secretary