A meeting of the Fresno State Staff Assembly Executive Committee was held on September 18, 2019 in the Kines Conference Room, room: 132 South Gym at Fresno State.

**Voting Members Present:**

Amilia Henkel, Belinda Munoz, Crystal Quintero, Gina Tamez, Josie Tarvin, Leticia Saavedra, Luis Rincon, Melissa Tav, Stacy Murray, Theresa Taliaferro, Azucena Rodriguez, Danielle Rodriguez, Stephanie Covacevich and Veronica Reyes

**Voting Members Not Present:**

Amanda Hall

1. **Call Meeting to Order – Belinda Munoz** 
   1. The meeting was called to order by B. Munoz at 11:10 am.
2. **Approval of Minutes –** 
   1. Approved by Belinda M, Second by Crystal Q
3. **Updates- Belinda M**
   1. Belinda will look into using staff assembly email to send out info instead of her work email; it was also suggested for her to attach flyers for people to print/post in their offices; She will also add the SAEC website to her signature
4. **Homecoming Updates –Stacy M**
   1. Homecoming theme reveal the 24th of September "Unleash the Bulldog Spirit"
   2. Bless the Ball will be between September 16th and October 25th
   3. Registration for the office decorating contest will be added to SAEC's events page; decorating can include office, cubicle, or door; it will open the 25th of September - October 14th; judging will take place October 24th
   4. SAEC will have a table at the PAWrade to encourage people to participate in the office decorating contest; Will add participating offices on website; thinking of adding a "people's choice" winner for the contest to encourage people to look at other's decorations
   5. Stacy may be out therefore Belinda is looking for a co-lead for the homecoming committee so Belinda has a point of contact to reach out to.
   6. PAWrade registration will open October 1st, will need help getting the word out for people to participate
   7. Suggested to have student clubs/orgs booths decorate in spirit of homecoming
5. **Homecoming Week – Belinda M**
   1. ***Tuesday: Lion King movie @ football field***
   2. ***Wednesday: Tpain concert***
   3. ***Thursday: volleyball game at Save Mart Center***
   4. ***Friday: Alumni event "Free"; homecoming game $30game/meal/$10 meal***
   5. ***Stephanie request that flyers will be sent to her to post on social media***
6. **Red Friday – Theresa Taliaferro**
   * 1. Red Friday will have Spirit team, timeout, marching band, sound is updated and technology services will help out with sound
     2. Let Belinda know to reach out to Jeff Colvin if we are ever having an event that we need/speaker and mic to have a tech on hand
     3. Marketing said we can, at times, use Timeout for free at certain SAEC events
7. **Team Smile – Belinda Munoz**

-Help promoting Team Smile event and recruiting volunteers

-Friday is set-up/saturday is event day

1. **ByLaws Update – Belinda Munoz**

Debbie requested to work on Bylaws which we will potentially sent out a poll of when we would like to meet as a group to update

1. **Arts Department Gallery –Belinda Munoz**

The Arts department on campus is planning on having a gallery where staff and faculty can show their work. A meeting is scheduled for them –TBD. C. Quintero and T. Taliaferro are interested in working with the committee.

1. **Adjournment – 12:20 pm – Belinda Munoz**