

MEMORANDUM

Date: February 20, 2020

To: Queens College Association Board Members

From: Stevie Robinson, Business Manager
Queens College Association

Subject: College Association Board Meeting

The Queens College Association Board meeting is scheduled for Monday, February 24th at 12:15 PM in the Student Union building RM 303. Enclosed is a copy of the agenda and supporting documents. Please notify Stevie.Robinson@qc.cuny.edu if you will not be present at this meeting.

Thank you.

College Association Board of Directors
Agenda
February 24, 2020

- I. Approval of the Agenda
- II. Introductions
- III. Approval of prior meeting minutes: November 20, 2019
- IV. New Business

- A. Outstanding Invoices from FY19

- Motion to authorize the College Association Business Office to process payment for, items 1 thru 5

- 1. CUPB Springfest (5/8 - \$828.00) & 4/3 - \$2,082.50) – CUPB reserves
 - 2. MAPS Pre-Mixer (6/6 - \$394.00) - SAEF
 - 3. Anthro Society (5/13 - \$99.00) – Club Account
 - 4. iTone Awards Event (5/10 - \$1,080.00) & \$460.00) - SAEF
 - 5. Bukharian Cultural Club Uber Prints (2/21 - \$420) - SAEF

- B. QCA Operational Costs

- 1. Motion to authorize the College Association Business Office to process payment in the amount of \$3,000 for the annual CUNY Legal fees
 - 2. Motion to authorize the College Association Business Office to process payment in the amount of \$2,203.25 for the Financial Edge Hosting GM Annual Fee-FY2020
 - 3. Motion to authorize the College Association Business Office to process payment in the amount of \$1,612.41 for the CUNYFirst – Printer/Envelopes

- V. Discussion

- A. NABA Conference
 - B. Corporate Gift Card (s)

- VI. Adjournment



Queens College Association – Board Meeting Minutes

Wednesday, February 24, 2020

12:15 PM – 1:30 PM

Student Association Conference Room, SU 303

Members Present: Adam Rockman, Siddharth Malviya, Shanice Anderson, Joseph Cobourne
Zaire Couloute, David Rivera, Marie James, Rolando Martinez, Oliver Ngai and Dwayne D. Jones
Also Present: Stevie Robinson, Steven Zhang, Andre Benjamin and Robyn Allen

Welcome – Adam Rockman

Meeting called to order at 12:26 PM

I. Approval of Agenda

- Motion (Sidd Malviya) to approve the agenda; second (Joseph Cobourne)
 - Motion unanimously passed and adopted

For amendments:

- Sidd - to approve the agenda from last meeting, with amendment (s).
 - Item 4, Executive Committee Minutes - 4a become 4b & 4b becomes 4c
 - Item 4, Veteran Club Reassessment - becomes 4a1

II. Introductions

III. Approval of prior Meeting Minutes

- Motion (Joseph C.) to approve minutes for 11/20/19, second (Shanice A.)
 - Motion unanimously passed and adopted
 - Amendment – R. Martinez was present at the 11/20 meeting (Rolando M.)

IV. New Business

A. Executive Committee Minutes

- Approval of executive committee minutes which reviewed the clubs budget appeal process to ensure it was fair and impartial. After review specific club's budgets were increased, total amount \$5,400.
- Motion to approve executive committee minutes, (Sidd M.) second (Shanice A.)
 - Motion unanimously passed and adopted

A1. Veteran Club

- Veteran Club submitted forms for budget reassessment, budget committee had some concerns about confusion between the budgets of the QC Veteran Club and the Veteran Office. Dr. Rockman verified that because he supervises the Veteran Office and has spoken with the Director (D. Torres), that there will not be any comingling of funds between the two budgets. (Sidd M.)
 - No procedure outlined in by-laws regarding this issue, procedure can be amended (Adam R.)
 - Referred to budget committee come up with a proposal that the QCA board will review and approve the reassessment of the Veteran Club budget. (Sidd M.)
 - Motion (Sidd M.), second (Joseph C.)
 - Motion unanimously passed and adopted

B. Outstanding Invoices

- a. Motion to authorize QCA to pay FY19 outstanding invoices items 1 – 5 (Dwayne J), second (Zaire C.)
 - Motion unanimously passed and adopted

C. QCA Operational Costs

- a. Motion to authorize QCA to pay QCA's operational costs, (Sidd M.), second (Zaire C.)
 - Motion unanimously passed and adopted

V. Discussion

A. NABA conference presentation

- Request for QCA board to fund remaining portion of the trip ~\$5,765
 - For students to qualify - must attend 3 of 6 workshops
 - Funds raised from various sources ~\$28,935
 - Student contribution \$200 ea. Avg. cost \$1,735 per student. Total trip cost ~\$35k. (18 students and two chaperones)
 - Motion, to approve NABA request for QCA to cover outstanding balance of \$5,765 (Zaire C.), second (Sidd M.)
 - Motion, one approve, one sustain, seven nays
 - Motion denied for QCA to cover outstanding balance
 - NABA will submit request to SAEF and Dr. Rockman office for outstanding balance
- QCA will cover total. QCA business office will confirm via email with each QC department and then bill/invoice them for their confirmed contribution.
 - SAEF, to cover \$2,765
 - Student Affairs, to cover \$3,000
 - Motion (Sidd M.), second (Zaire C.)
- Motion, for QCA will pay NABA expenses and bill/invoice departments for their contributions
 - Motion (Sidd M.), second (Rolando M.)
 - Motion unanimously passed and adopted

B. Corporate Gift Card

- Purchase from Amazon (\$1,000) pilot program, if approved by QCA board
 - Available for students purchases from Amazon (Funded via Student Affairs Asst. Dir. will submit for reimbursement)
 - Motion, for Student Life/Business Office to purchase an Amazon Gift Card in the amount \$1000 (Dwayne J.), second (Zaire C.)
 - Motion unanimously passed and adopted

C. Adjournment

Meeting adjourned at 1:18 PM

NEXT QCA BOARD MEETING: MARCH 25, 2020

Submitted by:

Stevie Robinson

QCA Board Member

Name: _____

Signature: _____

Irving R Uribe

Subject: QCA Board Meeting
Location: SU 303 or Call: 877-336-4441, Participant Code: 3421831

Start: Mon 2/24/2020 12:15 PM
End: Mon 2/24/2020 1:30 PM

Recurrence: (none)

Meeting Status: Meeting organizer

Organizer: Adam Rockman

Required Attendees: 'Joseph Cobourne'; Siddharth Malviya; Shanice A Anderson; Zaire Couloute; Michelle Fraboni; Marie C James; 'yana.zheng58@gmail.cuny.edu'; David Rivera; 'Adam Rockman (adam.rockman@qc.cuny.edu)'; 'Jennifer Jarvis (jennifer.jarvis@qc.cuny.edu)'; Dwayne D Jones; Vivian K Quan; Edward Smaldone; Irving R Uribe; Rolando.Martinez06@gmail.cuny.edu; Stevie Robinson

Hi Irving

As per your request see attached copy-

Best

YB

From: AT&T TeleConference Services <teleconferences@att.com>
Sent: Monday, February 24, 2020 11:02 AM
To: Yvette Baker
Subject: AT&T TeleConference Reservation Confirmation - Host Copy (401816387)

EXTERNAL EMAIL: please report suspicious content to the ITS Help Desk.



Audio Dial In Conference

Conference Information

Start Date: Feb 24 2020
Start Time: 12:15 PM
Time Zone: EST
Duration (HH:MM): 01:15

Dial In Ports: 12

Conference ID: H1R1208

Host and Arranger Information

Host: ADAM ROCKMAN

Phone Number: (718)997-5501

Arranger: EVETTE BAKER

Phone Number: (718)997-5686

Host Access Information

Toll-Free: 877-336-4441

AT&T Conference Monitor: [Click Here to Join Conference Monitor](#)

Host Code: 3929878

Participant Access Information

Toll-Free: 877-336-4441

Participant Code: 3421831

Conference Options

- Automatic Port Expansion
- Host Dial Out
- Operator Dial Out
- Tones on Entry/Exit

To Attend an Audio Conference as a Host

1. Dial the Conference Bridge.
2. If Hosting the call, enter the Host Code 3929878#
3. The Host may start dialing in 15 minutes before the Conference Start Time.
4. Participants may start dialing in 15 minutes before the Conference Start Time.

Quick Tip - hit # to bypass announcements

Support Tips

- * Conference Cancellation Policy - If a conference call is not cancelled 30 minutes prior to the scheduled start time, a no show fee will apply.
- * Please do not share conference access information.
- * Should you need assistance during your conference, please press *# for a list of menu options including Specialist assistance.
- * AT&T Conference Monitor: <https://www.teleconference.att.com/acmexec/login>
- * Please review this information and contact TeleConference Services at (888)697-2663 if there are any changes.
- * If your individual TeleConference account is not used within a six month period, deactivation will occur.
- * For your protection, do not publish your conference Access Information (e.g., Dial In Number, Access Codes.).

Thank you for choosing AT&T TeleConference Services!

*****Please do not reply to this email.*****

Good morning all,

I'd like to schedule monthly QCA meetings for the year on the third Wednesday of the upcoming months from **12:00 PM-1:30 PM** (Free Hour). Please let me know if any of the dates below DO NOT work with your schedule (to make it easier you can *fill out the Doodle Poll below*). I'll send out the calendar invites (these are not easy meetings to setup);

2019

Thursday, 8/22

Wednesday, 9/25

Wednesday, 10/23

Wednesday, 11/20

December – No meeting

2020

Monday, 2/24

Wednesday, 3/25

Monday, 4/20

Wednesday, 5/20

Wednesday, 6/17

July – No meeting

You may list your availability by participating in the Doodle Poll link below (*so I can have a sense if quorum will be established*);

QCA 2019-2020

Joseph or Siddharth, please let me know if I missed any QCA members from the To:, CC; list or if anyone should be removed.

Thank you

Irving R. Uribe, M.F.A.

Executive Assistant for the Vice President for Student Affairs

[Queens College, CUNY](#) | 65-30 Kissena Boulevard, Queens, NY 11367-1597

718-997-5501 | irving.uribe@qc.cuny.edu | [LinkedIn](#)

Irving R Uribe

From: Stevie Robinson
Sent: Thursday, February 20, 2020 4:06 PM
To: Joseph Cobourne; Adam Rockman; Jennifer Jarvis; Dwayne D Jones; Michelle Fraboni; David Rivera; Edward Smaldone; Shanice A Anderson; Marie C James; Zaire Couloute; Rolando J Martinez
Cc: Irving R Uribe
Subject: College Association Board Meeting, Monday 2/24 @ 12:15 pm, room 303
Attachments: agenda 2 24 20.docx; QCA Board Minutes of 11.20.19-SR.docx

Please see attached the proposed agenda for the upcoming QCA board committee meeting for your review. If you would like to add something please let me know.

Thanks,

Stevie Robinson | Business Manager
Student Development & Leadership/Queens College Association | SU Rm. LL 23B
Queens College | CUNY
65-30 Kissena Blvd, Queens, NY 11367
stevie.robinson@qc.cuny.edu
718.997.4242 (O)
718.997.3972(F)

Irving R Uribe

From: Stevie Robinson
Sent: Tuesday, February 4, 2020 12:36 PM
To: Adam Rockman; Jennifer Jarvis; Dwayne D Jones
Cc: Irving R Uribe; Warner M Fontaine; Vivian K Quan
Subject: QCA committee board meeting agenda

Thinking ahead, please send me any issues you would like to add to the agenda for our QCA committee board meeting on February 24th.

Thanks,

Stevie Robinson | Business Manager
Student Development & Leadership/Queens College Association | SU Rm. LL 23B
Queens College | CUNY
65-30 Kissena Blvd, Queens, NY 11367
stevie.robinson@qc.cuny.edu
718.997.4242 (O)
718.997.3972(F)

Irving R Uribe

From: Irving R Uribe
Sent: Tuesday, August 6, 2019 10:15 AM
To: 'Joseph Cobourne'; Siddharth Malviya; Shanice A Anderson; Zaire Couloute; Michelle Fraboni; Tyler Grant; Marie C James; 'dhrupad.mamun35@gmail.cuny.edu'; 'yana.zheng58@gmail.cuny.edu'; David Rivera
Cc: 'Adam Rockman (adam.rockman@qc.cuny.edu)'; 'Jennifer Jarvis (jennifer.jarvis@qc.cuny.edu)'; Dwayne D Jones; Vivian K Quan; 'Jeanne DeMasters (Jeanne.DeMasters@qc.cuny.edu)'; Joseph W Loughren; Robert J Twible; Sunjay C Bijlani; Eric Urevich; Frank T Wilson
Subject: Monthly QCA Board Meetings 2019-2020

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Wednesday, 6/17
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[QCA 2019-2020](#)

Joseph or Siddharth, please let me know if I missed any QCA members from the To:, CC; list or if anyone should be removed.

Thank you

Irving R. Uribe, M.F.A.
Executive Assistant for the Vice President for Student Affairs
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