

Department of Event Programming

Executive Board of the Associated Students 88th Session

Minutes for Friday, February 5th, 2021 at 2:00 p.m.

Zoom Meeting: email directorofprogramming@asun.unr.edu for more information

1. **CALL MEETING TO ORDER**

Director Okui called the Department of Event Programming meeting to order on Friday, February 5th, 2021, at 2:06 p.m. via Zoom Conference Call. Presiding Secretary, Mackenzie Zappe.

2. **ROLL CALL**

Present: Director Okui, Assistant Director Matovina, and Programmers Ayele, Bal, Ellis, and Maglinao.

Absent Excused: Programmer Leech.

A quorum was present.

3. **PUBLIC COMMENT**

There was no public comment at the time.

4. **MINUTES**

There were no minutes approved at the time.

5. **OLD BUSINESS**

There was no old business at the time.

6. **REPORTS**

a. **Report of the Event Programmer, Heaven Ayele**

- Programmer Ayele reported on her work organizing the Black History Month event. She also briefly noted her role in drafting a budget proposal for the Virtual Escape Room event.

b. **Report of the Event Programmer, Mehak Bal**

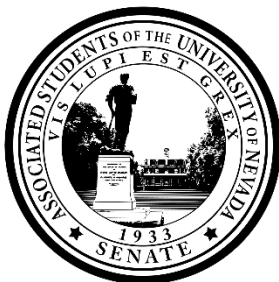
- Programmer Bal reported on her work in drafting the Virtual Escape Room budget proposal and provided specifics behind certain estimates for the event. Additionally, Programmer Bal detailed efforts to organize the Drag Bingo event and the Spring Break giveaways.

c. **Report of the Event Programmer, Chrissy Ellis**

- Programmer Ellis reported on her work alongside Programmers Ayele and Bal in planning the Virtual Escape Room event. She also reported on Pack Packs and commended the hard work from fellow department members and interns in making the event a reality.

d. **Report of the Event Programmer, Emily Leech**

- Programmer Leech was not present to deliver a report at the time.



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e. Report of the Event Programmer, Jada Maglinao

- Programmer Maglinao reported on her plans for upcoming meetings regarding a variety of events, such as MovieFest, Scavenger Hunt, and the Spring Break giveaway.

f. Report of the Assistant Director of Event Programming, Michala Matovina

- Assistant Director Matovina reported on the finalization of the following events' plans: Mackay Week, Black History Month, and Spin the Wheel.

g. Report of the Director of Event Programming, Tara Okui

- Director Okui reported on her work organizing Mackay Week and advised department members on their roles during the event. Moreover, she strongly recommended department members to attend the upcoming ASUN Spring Retreat and to engage in bonding activities planned specifically by the department. Director Okui also encouraged members to attend an upcoming meeting with the newly onboarded Assistant Director of Event Programming, Makenzie Clark, whom she said would become a regular attendee of future meetings. The director concluded her report by encouraging the department to devise fun and clever names for their Spring Break Week events and provided examples in support.
- The department discussed scheduling concerns for Mackay Week after the report concluded. Director Okui suggested postponing the event to after Spring Break and members agreed to do so. No motion was taken up at the time.

7. NEW BUSINESS

a. Spring Break Week Discussion

- Director Okui informally moved to vote on the following themes for Spring Break Week events: March into Spring; Spring into Spring; Springtime Fun; Spring Spirit; Spring Break Vacation.
- The department agreed on Spring Break Vacation as a theme.

8. PUBLIC COMMENT

a. Coordinator of Democratic Engagement, Sean Foe

- Coordinator Foe reported on his transition from Event Programming-related business back into his Democratic Engagement responsibilities. He asked department members to consider weather forecasts when planning their outdoor events, especially in areas that are susceptible to rain; Programmer Maglinao inquired which areas they would be allowed to host events, and he responded by saying most areas were accessible. Coordinator Foe also urged members to have a complete proposal drafted for Spring Break Week by the next meeting.

9. ADJOURNMENT

Director Okui adjourned the meeting at 2:26 p.m. via Zoom conference call.