

Department of Event Programming

Executive Board of the Associated Students 88th Session

Minutes for Friday, February 19th, 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 19th, 2021, at 2:10 p.m. via Zoom Conference Call. Presiding Secretary, Mackenzie Zappe.

2. ROLL CALL

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

A quorum was present.

3. PUBLIC COMMENT

a. **Coordinator of Democratic Engagement, Sean Foe**

- Coordinator Foe reported on Nevada's updated COVID-19 safety protocols, which brought the maximum allowed gathering capacity to 150 attendees; however, university administration did not officially release their updated protocols to correspond with this, so the department must plan accordingly. He noted that proposals for large in-person events must be sent to a committee that deliberates on the gathering size and advises smaller capacity limits if need be.

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 progress alongside Programmer Maglinao with Movie Fest as well as the finalization of her Black History Month event plans. She then provided the hour-by-hour of the latter event at Director Okui's request.

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

- Programmer Bal reported on developments surrounding the Virtual Escape Room event. She also reported on her progress with Drag Bingo, namely her meeting alongside Programmer Ellis with the Department of Diversity and Inclusion as well as her status in drafting a budget proposal for the event.
- The department briefly discussed scheduling for Drag Bingo.



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c. Report of the Event Programmer, Chrissy Ellis

- Programmer Ellis reported on her work for Drag Bingo and discussed her planning the Spring Break Givaway alongside her intern and Programmer Maglinao. She also briefly discussed plans for a Paint and Plants event slated for before spring break. Programmer Ellis concluded by stating her intent to donate leftover event items to other departments and by thanking the department for their success in organizing Mackay Week.

d. Report of the Event Programmer, Jada Maglinao

- Programmer Maglinao reported on a series of meetings she attended throughout the past two weeks, regarding events such as Undie Run, Movie Fest, Scavenger Hunt, Spring Break Week, and Staycation. She discussed planning around COVID-19 protocols and discussed the logistics of holding each event, particularly Movie Fest.

e. Report of the Assistant Director of Event Programming, Makenzie Clark

- Assistant Director Clark reported on an upcoming meeting with Director Okui regarding her transitioning into the position of A.D.

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

- Assistant Director Matovina opened her report by commending her interns and relevant department members for their success in holding Mackay Week before quickly discussing the finalization of Black History Month marketing. She then noted that for planned or proposed events, department members should provide as much notice as possible for marketing material concepts.

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

- Director Okui also congratulated the department for Mackay Week before she reported on updates regarding name tags, polos, and email address verification for the rest of the semester. She also encouraged members to use the ASUN space for individual work but to moderate their activity during after-hours. Additionally, Director Okui mentioned difficulties regarding credit card approval for Chartwell Caterings as the final matter in her report.

7. NEW BUSINESS

There was no new business at the time.

8. PUBLIC COMMENT

There was no public comment at the time.

9. ADJOURNMENT

Director Okui adjourned the meeting at 2:40 p.m. via Zoom conference call.