

Palomar Transfer Students Association Board Meeting



Palomar Transfer Students Association

Board Meeting Times: Fridays

Start Time: 2:45 PM

End Time: 3:45 PM

Location: [Zoom](#)

Palomar Transfer Students Association President: Kengo Hotta,

Email: khotta@palomar.edu

PalomarTSA@gmail.com

Website: [TBD](#)

Chair:

- President: Kengo Hotta -**P**

Co-Chair:

- Executive VP: Eric Alberts -**P**

Vice Presidents:

- VP of Tech: Vacant (1)
- VP of Events: Kirsten Soto -**EA**
- VP of M&A: Vacant (1)
- VP of D&M: Vacant (1)

Executive Associate:

- EA: Vacant (1)

Treasurer:

- Treasurer: Daniel Duran -**P**

Board:

- BM: Matthew Yeh -**P**

ICC Representatives:

- ICC Rep: Eric Alberts
- ICC Rep: Daniel Duran
- ICC Rep: Kirsten Soto

Advisors:

- Brittany Wong -**P**
bwong@palomar.edu
- P.J. DeMaris -**EA**
pdemaris@palomar.edu
- Benjamin Mudgett -**EA**
bmudgett@palomar.edu

1) Call to Order

- a) Call to Order @ **2:46 PM**
- b) Roll Call
- c) Welcome and Greetings
- d) PTSA Chairperson Announcements
 - i) Meeting format will be restructured (item 3b) to ensure order and to prevent the meeting from being too lengthy
 - ii) Committees are created and will have rolling agendas by the end of next meeting on 4/7/23

2) Approval of Minutes

- a) Approval of minutes from 3/17/23
 - First: **Eric Alberts**
 - Second: **Matthew Yeh**

3) Oral Communications

Maximum 5 minutes each

- a) Restructuring the Meeting Agenda and formatting – Kengo Hotta
 - i) Kengo: People can use the “raise hand” feature to ask quick questions. Longer questions can be asked in chat or during the discussion portion later in the meeting. Chat messages will be reacted to using a thumbs up to be acknowledged.
- b) Microsoft Teams revamping – Eric Alberts
 - i) Eric: Microsoft Teams will help make it a hot spot for communication and info about the club; including file storage, chats for different committees, wikis for information that makes it easier for people that take over the club (e.g., school contact information).

Palomar Transfer Students Association Board Meeting

- ii) Kengo: Tasks and how to do them will be added so that work can be done asynchronously without a supervisor.
- iii) Brittany & Eric: Teams allows people to feel like they are a part of the conversation and having the chat is an easier way than email to get information across.
- iv) Kengo: A very professional group chat with tabs and information

4) Reports

Maximum 5 minutes each

a) PTSA Transfer Hangout 3/22/23 – Eric Alberts

- i) Eric: First time in a different location. There were more people, different demographics and Eric was able to sign people up for transfer center meetings. A professor asked for PTSA to present to their students and it will be a future goal for PTSA to present to other classes in person.
- ii) Kengo: Hit the demographic of people that were there to get work done and go home. Should start a little earlier next time because we hit the group of people that just got out of their morning classes.
- iii) Kengo: We can work on finding a better location and streamlining the process at the event committee meeting.

b) PTSA Transfer Lounge 3/23/23 – Kirsten Soto

- i) Kengo: Successful meeting; a lot of interested students were there and people were able to make connections. The number one success was using the general information email because it was sent to every Palomar student. The students reported that they saw the event through the General Information email, thus we should use that resource more often.

Palomar Transfer Students Association Board Meeting

- ii) Kengo: The bingo card was a good conversation supporter; prevented socially awkward pauses. This will be a monthly event because of how successful it was but we will also rotate it with other events.

Cont.

5) Upcoming Events*Maximum 10 Minutes total*

- a) *Transfer Hangout** 4/5
- b) *Grad Fest** 4/18, 4/19 10:00 – 14:00
- c) *Transfer College Fair** 4/19 10:00 – 13:00
- d) *SDSU Drop-in Q&A for Incoming Students*** 4/20 10:00 – 11:00
- e) *SDSU In-person Workshop for Incoming Students*** 4/20 12:00 – 13:00
MD-104
- f) *SDSU Virtual Workshop*** for Incoming Students 4/25 12:00 – 13:00
- g) *Pride Event** in the Student Union 5/10 10:00 – 13:00
- h) *Transfer Recognition** 5/12 4:00 PM – 6:00 PM
 - i) **Link for RSVP:**
<https://www.palomar.edu/transfercenter/fall2023recognitionrsvp/>
- i) *Commencement*** 5/26
 - *PTSA Tabling is recommended
 - **PTSA Representation is recommended

6) Discussion Items*Maximum 10 minutes each*

- a) Creating a rolling task for committees – Eric Alberts
 - i) What tasks should be assigned to these committees?
 - (a) Events: **Community service, coming with ideas, coordinating + logistics. Ensuring that events run smoothly.**
 - (b) Marketing and Advertising: **Promoting the club and gaining new members, member outreach, public relations efforts, distributing flyers, Instagram**

Palomar Transfer Students Association Board Meeting

(c) Design & Media: Everything that is related to designing, graphic design, flyers, posters, works hand and hand with all the committees.

(d) Technology: Deal with technology such as social media management and outlets, websites

- These will be finalized in the next meeting

b) Superintendent Star – Kengo Hotta

i) Have an event where we invite SS as a guest speaker for leadership event; very inspiring and a great speaker; she was a transfer student

c) Locations for the Hangouts for the rest of the semester

i) Kengo: We can make a consistent schedule for different locations since the rainy period is soon to be over.

ii) Brittany: NS Awning to target STEM students. There is cover even if there is rain and there is electrical power.

iii) Eric: Inside and outside of the library

iv) Brittany: Book a study room to talk to people so you have space to do things without being disruptive. Most students congregate on the 4th floor when they want to study anyways. You can even hand fliers/calendar of events. Hangout becomes an interaction piece rather than waiting for them to go to you. You can give free stress balls, school supplies or bookstore raffles since food is not allowed on that floor of the library.

v) Brittany: TLC has free stress balls and passion planners for promise students. The planners are going to expire so you may be able to ask them if you can take them.

vi) Kengo: Scavenger hunt for next semester

Cont.

7) Ongoing Business

Maximum 5 minutes each

a) PTSA Website – Eric Alberts

i) Checking in on the PTSA Website:

ii) Checking in on the follow-up email to ATRC: They said that we can get our own domain but that will not happen until mid April. They are building infrastructure (permissions) so that all clubs can create their own websites. Website development will be delayed until then.

b) Sponsorships – Kengo Hotta

i) Kengo Hotta will reach out to sponsors: Working on the letter template for sponsors. Should be finalized by the next meeting (after spring break). We are hoping to get at least one large sponsored event before the end of the semester.

c) All-events PTSA flyer

i) Events Committee will provide event ideas for the rest of the semester

ii) Kengo: We only have a month and a bit left in this semester so we are able to plan out the rest of the semester's events

8) New Business**a) Congratulations Flier & Member Distinguishment**

i) Eric: People can become members by signing up for exclusive member list that will send information about private events for members only. A congratulations email will be sent out to new members saying thank you for joining and a brief description about the benefits. There will also be an introduction to the club and why Kengo started it.

Palomar Transfer Students Association Board Meeting

- ii) Kengo: They can just receive emails and not do anything and still be considered members. Is there a better way to create a distinction?
 - iii) Kengo: When people are added to the google group, there is an option to write a welcome message. However, it is just plain text. We want to give a more appealing graphic. The president can likely BCC the people. Since the president is the representative of the club, the president will handle most communication matters.
 - iv) Kengo: Welcome message will be sent on the Monday after spring break.
 - b) Add treasurer's report to meeting agenda so we can report changes in funds every week
 - c) We can create a thank you email with the link tree to the professor whose class we presented to. Sonia Gutiérrez; English Instructor/Co-Coordinator; (760) 744-1150 ext. 5043; sgutierrez@palomar.edu
 - d) You can also present to COUN 110- B.Wong 12:45pm-2:10pm HS-205
- 9) **Unassigned Business**
- a) Create link for teachers to include in their signatures
 - i) Kengo: We can use this link tree linktr.ee/palomar.tsa
- 10) **Open Positions**
- a) Board Positions (9)
 - b) Executive Associate (1)

Email khotta@palomar.edu for official assignment to positions!)

End @ 3:43 PM