



Biweekly Report Template

Jazmin Ortiz-Secretary/Treasure
09/21/2017

Meetings and Events

Strategic Planning Committee:

- A. 9/14/2017-Phone call meeting with Barnaby nPeake, Intef, and Dena over the next steps for the new strategic plan.
- B. 09/19/2017-Meeting was cancelled

Visited the Glazer Family Resource Center-

- A. SURGE Meeting 09/14/2017:
- B. Met with Joceline R. (student staff)

Hurricane Relief:

- A. Phone call meeting with Virginia from The University of Teas at Austin
-Wating on their detailed contact information and the schools they partner with
- B. We have confirmed Lamar University (Texas) contacted by Ashley

S/T Activities:

- A. Met with ASI members for Biweekly assistance
- B. Met with ASI members who need assistance with time management or fullfiling any biweekly requirements

Projects

Strategic Planning Committee:

- A. Prepare the agenda for the month of October 2017
-Pending Meeting on September 26, 2017
- B. Review notes from last years ASI members strategic plan to this year strategic plan

Tel: (323) 343-4780

Fax: (323) 343-6420

www.calstatela.edu/asi

5154 State University Drive, Room 203
Los Angeles, California 90032



C. Use the retreat notes and prioritize items on the list and match them with our strategic plan

Hurricane Relief:

A. Tabling for donations drive the last week of September

-I have reached out to a few clubs in our campus who want to participate

ASI Member Performance Evaluation Meetings:

A. Meetings with both Direct reports and ASI members who are having issues with fullfilling their duties or tunning in required document.

-Inactive members can face removal from their position



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