

Graduate & Family Housing (GFH) Advisory Committee | MINUTES

Meeting date | Time 2/18/2021 1:30 PM

Meeting Location: Zoom Meeting

Type of meeting: Co-Chairs: Secretary:	GFH Advisory Committee Robert Frazier Anupam Garg Linda Ta G. (Committee Coordinator)	Attendees: Dayss, Chris Mahi, Malia Salas, Michael Clark, Breana Turner, Ross Brownstone, Steven Chipman, Laura Arceo-Garcia, Ximena Yang, Angeline Ruiz, Damian
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AGENDA

Quorum met. Meeting began at 1:33 PM with Anupam going over the agenda and asking for comment/adjustments to meeting agenda.

Agenda Items:

1. Bylaws (20 Minutes)
2. Robert's Rules (20 Minutes)
3. Town Hall Scheduling and Formatting (10 Minutes)
4. Discussion about Meeting Minutes (10 Minutes)

Approval of Agenda:

- Steven motion to approve all agenda items
 - o Ross seconded the motion
 - o No objections

Bylaws:

- Ximena motion to approve the updated 2020-2021 GFHAC bylaws
 - o Ross seconded the motion
 - o No objections
- Updated 2020-2021 GFHAC Bylaws adopted by the committee.

Robert's Rules:

- The overview of Robert's Rules of Order was by John Weng an AS Assistant Director.
 - o Robert's Rules of Order is also known as parliamentary procedures.
 - o It was developed to ensure that meetings are fair, efficient, and orderly. In addition, a skilled chairperson allows all members to voice their opinions in an orderly manner so that everyone in the meeting can hear and be heard.
- The Parliamentary Procedures at a Glance:
 - o Motions commonly consists of: Adjourn, take form the table, lay on the table, call the question, limit or extend limits of debate, postpone for x amount of time, amend, postpone indefinitely and main motion.

- The common phrases commonly used are to raise a point that affects you, to ask or add pertinent information directed at the chair, to correct or note a parliamentary error, to reserve chair's decision and, lastly consider one piece of legislation in separate parts.
- Comment Robert F: John Weng will soon be asked to attend one of our up-coming GFHAC meetings.
- Question Steven B: How will the speakers list will work in our meetings?
 - Anupam: One of the two co-chairs will run/monitor the speakers list via hand raise functions on zoom or speakers sending a direct message to the co-chair to add themselves to the list. It will be made clear prior to beginning any topics if a speakers list will be utilized or not.
- Question Ross T: So, what is interruptible?
 - Robert F: Unable to answer question due to not having extensive experience in parliament procedure. Will be able to provide an appropriate answer after researching a little more with John Weng. An answer will be provided within 24-48 hours via email.

Town Hall Scheduling and Formatting:

- Townhalls meetings are normally held 3-4 times year. In addition, meetings are individualized based on communities instead of one townhall meeting for all communities.
- Question Robert F: What does this committee want to see for these townhall meetings regarding scheduling and formatting?
- Question Ximena AG: Have residents express that quarterly townhall meetings was enough?
 - Chris D: From previous years, quarterly townhall meetings have been enough.
- Question Ross T: What is the typical attendance for these townhall meeting?
 - Malia M: There are generally 4-6 people maximum. Normally, residents who are attending are coming to speak on behalf of a specific cause. For example, a smoking issue, and/or a new resident coming to gain more information about the community, amenities etc.
- Comment Laura C: In previous years, there was almost a 100 attendance in these townhall meetings.
- Comment Anupam: HDH is currently in the process of getting a webinar license. In addition, receiving this license will aide in receiving the general idea for future attendance virtually. There also may be an influx in attendance with the spring and fall incoming residents.
- Question Robert F: How does the GFHAC committee foresee questions from residents to be addressed and collected? For example, questions from residents be collected prior to townhall meeting to ensure appropriate staff and faculty are present to answer questions? In addition, if the questions are collected prior, how will it be collected and monitored? And will these townhall meetings be scheduled for mornings or evenings?
- Comment Steven B: It would be a good idea for questions from residents to be submitted prior to meeting.
- Comment Ross T: Potentially allocating about 5-10 minutes at each townhall meeting for any floor questions. In addition, to making aware to those who are asking question on the spot may not receive an appropriate answer right away as individuals with the answers may not be present.
- Comment Robert F: In past townhall meetings, when questions could not be answered right away, residents were not particularly happy as it was perceived as a method of avoidance.
- Comment Ross T, Ximena AG and Steven B: Evening will be best for the times to schedule the townhall meetings with a time preference of 6pm.
- Comment Robert F: The Co-Chairs will work on the schedule and outline for the townhall meetings.
- Comment Anupam G: The consensus indicates that the townhall meetings will consist of a digital RSVP, any resident questions will be asked to submit prior to meeting, meetings are suggested to begin at 6pm on a weekday except Fridays. In addition, a timeline for the first townhall meeting to be after the general council meeting, so March 11, 2021 as a potential date for the first townhall meeting. Invites will be sent out before the next GFHAC meetings on March 4, 2021.
- Question Ross T: Are the townhall meetings normally 60 or 90 minutes long?
 - Malia M: The town hall meeting are generally 60 minutes.

Discussion about Meeting Minutes:

- There will need to be a motion to approve prior meeting minutes.

- Pending meeting minutes will be available for committee members to review prior to next GFHAC meeting in the Box.
 - o Any questions or concerns with committee members to access the box is directed to contact Linda Ta Gaviola (Committee Coordinator) or Robert Frazier.
- Question Steven B: Does HDH commonly use the Box or can this be changed to one drive?
 - o Robert F: The Box has been used for quite some time now.
 - o Chris D: GFHAC has been using the Box for about 6-7 years now and there have been no issues thus far.

Final Remarks:

- Graduate and Family Housing waitlist will be discussed at the next GFHAC meeting.
- Ximena motion to adjourn meeting
 - o Steven seconded the motion
 - o No objections.

Meeting adjourned around 2:30 PM.