



**Western Association of Educational Opportunity Personnel
President Report
2019 – 2020
September 27, 2019 Chapter Meeting**

Name:	Angie Alvarez
Position:	Chapter President
Committees to Oversee:	COE Fair Share Membership & Elections Technology Resource Development
Committee Chairs/Co-Chairs:	Laura Orozco/Ana Prado Victoria Garcia Amel Khan Valeria Rizo

Position Description: Provide executive leadership and ensure that all programmatic and fiscal operations of the Chapter are functioning properly. Conduct periodic Chapter meetings to facilitate a two-way flow of information between the WESTOP Board and SoCal Chapter.

Key Responsibilities:

1. Prepare and submit a revised Chapter budget at the May/June WESTOP Board meeting for approval. Budget must include both projected revenue and expenses for the calendar year. Review the current budget and consult with Chapter Executive Committee as necessary.
2. Provide a Chapter report, to include Chapter activities and financial status at each WESTOP Board meeting and submit annual and other reports as required.
3. Serve on the WESTOP Board of Directors Fiscal Affairs Committee and the WESTOP conference awards/scholarship committee.
4. Ensure that Chapter Board reports are submitted to the WESTOP president seven days prior to each Board meeting.
5. Make arrangements for any WESTOP Board meeting held within the region of the Chapter, to include meeting room space, hotel and/or ground transportation. The Chapter, at its discretion, may provide continental breakfast(s) and/or refreshments during Board meetings and may inform Board members in advance as a courtesy.
6. Ensure that all financial information is forwarded to the WESTOP Chief Financial Officer in a timely manner for tax reporting purposes.

Goals & Priorities

2019-2020 Goals and Priorities

- a) Create a communication plan (i.e. email, social media) to reach members in an effort to have transparency with the chapter
- b) Increase membership by 10% from 2018-2019 by engaging Student Equity/Access programs
- c) Create Public Relations campaigns to have to demo when fundraising and soliciting donations
- d) Continue to create quality professional development programming for the membership and students
- e) Develop clear processes for accounting in alignment with the FAC manual

Updates

Chapter General Updates: Continue to disseminate information through google listserv and social media platforms.

Chapter Board and Service Council: We have a full Board & Service Council with no vacancies!

Fair Share: As of August 2019, SoCal's 10 for 10 goal is 40. More details provided by our Fair Share Coordinators, Laura Orozco and Ana Prado.

Resource Development: Support our efforts by participating in opportunity drawings and scheduled member networking events/activities. Chapter Polo – suggested donation \$40, Straight Out of SoCal T-Shirt – suggested donation \$20. Member Networking Events will be scheduled throughout the year. More details/opportunities provided by our Resource Development Chair, Valeria Rizo.

Student Development: SLC 2020 planning is underway. Date is set for April 4, 2020. More details to be provided by Chair Liz Hanna. TRIO Day of Service tentatively to be held Saturday, February 29, 2020. Report will be provided by TRIO Day Chair, Jasmine Torres.

Technology: Amel will be working on making changes and updating our website.

Membership and Elections: As of September 20, 2019, SoCal has 109 members. More details will be provided by the Membership and Elections Chair, Victoria Garcia.

Chapter Meetings: 2019-2020 Chapter Meeting Dates:

December 13, 2019 @ Oxnard College

March 11, 2020 @ WESTOP Conference

June 7, 2020 @ Pasadena City College

Budget: Accounts balance as of September 20, 2019:

Business Checking: \$278.52

Business Market Rate Savings: \$0

Total Combined Balance: \$278.52

WESTOP Update: Participated in the WESTOP Training and Board Meeting held July 29 - August 2, 2019 in San Diego.

- WESTOP 42nd Annual Conference is scheduled for March 8-12, 2020 at the Hyatt Regency Orange County. Registration information has been released. Register at: <http://www.cvent.com/d/fyqbxn>. Registration has to be approved first before making hotel arrangements so plan accordingly.
- Strategic Plan was approved in July 2019. Strategic Plan in effect 2019-2022.
- Mission Edge Bookkeeping contracted service to support CFO – July 1, 2019
- Postsecondary Student Scholarship officially named WESTOP Founders Scholarship

Recommendations

None at this time.

Action Items

None at this time.

Respectfully submitted,

Angie Alvarez