

OFFICE OF THE PRESIDENT
MINUTES
30000

Aug. 23, 1976 8 AM
Dept: Citizenship Participation
Staff: M.A. Coffey

Present: Cesar, Beth Gery, Eliseo Medina, Mack Lyons, Kathy Gerin, Aurora Morales, Holly Insell, Esther Padilla, Mike Linfield, Gilbert Padilla, Crosby Milne, Madeline Pitt, Abby Flores, Pauline Flores, Steve Rivers, Kent Winterrowd, Helen Chavez, Terry, David, Irma, Mary Anne.

Credentials: Eliseo assigned. Committee should set up tables all over, so convention can start at 8 AM. Eliseo estimated needing 100 people. Cesar approved using La Paz staff if OK with their department heads.

Resolutions: Gilbert assigned. Committees should include workers, staff; should be an odd number of people. All resolutions will be done at the convention, so committee will be meeting constantly.

Rules & Endorsements: re-assigned to Philip; Gilbert will let him know. Rules are the same as the rules for Constitutional Conventions, plus the Endorsement Rules. Rules should be prepared for Philip. Committee should include 9 or fewer people.

Endorsements: Mack assigned. Committee will need a lot of staff; should be delegates, & bi-lingual; needs to be done fast. Marshall will pressure Politicians to come. Procedure: Endorsement Committee assigns sub-committees & meeting rooms. Sub-committee makes recommendations to the Endorsement Committee; Endorsement Committee makes recommendations to the Convention. If the Endorsement Committee & sub-committee recommendations are not the same, there will be a minority report from the floor & a debate. No debate or minority report if recommendations are the same. The sub-committee chairperson is also a member of the Endorsement Committee; Mack should appoint them; Cesar needs the names by Thursday to write letters. No endorsement will be given if it is not asked for. NEB should be given authority to make last minute endorsements. Carter wrote asking for endorsement; will talk by phone to the Convention.

Entertainment: Pete assigned. Need a written plan Thursday with names of committee members, name of band etc.

Clarification of "Guests":

Special Guests: are representatives of organizations; re-assigned to Marshall.
Honoured Guests: are speakers. Art Torres will do protocol; Marc Grossman will arrange seating, speaker's escort.
Invited Guests: are not delegates.

First Aid: Jessica assigned.

Food Preparation: Esther Padilla assigned; Richard will do barbeque & provide a list of food needed. Esther should bring a plan for food on Thursday, geared to fast serving. Esther should get pots for cooking. Eliseo will provide salad.

Food Serving: Kent assigned; Helen will help. Committee responsible for plates, serving dishes etc. Only 1 hour to serve up to 5000 people. Food should be in position with people to monitor lines. Key is not to touch plate if serving. Kent, Esther & Helen should meet re serving.

Agenda: Mack & Cesar should meet before Thursday.

Staff Housing: Steve Rivers assigned. We need housing for 200 staff; Esther has 2 churches lined up.