1. Welcome and Introductions
   a. Welcome to our new committee members!
   b. Brynna leads the group in introductions and check-ins.

2. Approval of Agenda and 10/30/20 Minutes
   a. Alvin motions to approve the agenda, Matthew seconds. Motion passes.
   b. Isaac motions to approve the minutes, Venkatesh seconds. Motion passes.

3. Announcements & Updates
   a. Lucy encourages the group to participate in and promote the UMI live stream events. There will be a guided meditation next week and a live concert in December. An online registration is required.
   b. No other announcements.

4. Funding Call Preparation
   a. Goals: Finalize metric and approval the funding call letter
      i. These will be questions asked when authors request funding.
      ii. We want to fund proposals that will better the community. Asking the right questions is important to inform the decision making process.
   b. Funding Proposal Priorities
      i. Themes? (e.g. specific student groups, mental health, etc.)
      ii. Categories of expenses? (e.g. student employment, remote service resources, etc.)
      iii. What is missing?
         1. Isaac says he would like to address safety, especially in the pandemic situation. It could be linked with accessibility. Lucy adds that we can include a note that the proposal is responsive to being in a business recovery mode, since we may be back to in person operations around that time. This topic becomes its own category.
         2. Gloria suggests adding a question about student retention.
         3. Venkatesh suggests adding if skills or knowledge are a takeaway of the event.
iv. Brynna suggests creating a checklist in the Google form. Gloria adds an “elaboration” item, where units can share more about how units can contribute to the checklist items.

c. Revisit the Funding Call Metric
   i. The committee redistributes points to each of the categories.
   ii. Discussion about word limits in the Overview category.

5. Funding Proposal Timeline - letter discussion and finalization tabled to next week
   i. Finalize Call Letter and Metric by Nov 6
   ii. Deadline Monday, January 11 at 12pm?
   iii. Workshop dates
   iv. Funding Call Letter Draft
      1. Budget template discussion

6. Adjournment
   a. Alvin motions to adjourn, Isaac seconds. Motion passes.

**Upcoming Guests/Topics:**

- Lisa’s SSF presentation (November 13)
- Lucy Van Doorn for MCFAC participation (November 13 @ 1:30 pm)
- Interim Vice Chancellor Baszile (November 20)
- Associate Vice Chancellor and Dean of Students Naiman (December 4)
- Kimberly Register