



Fall Quarter 2016 Week 1

26 September 2016

SGSM Conference Room

Board Members Present:

Roxana Ayala

Jamie Meakalia Hearn

Emily Majorkiewicz

Ruth Priscila Morales-Toledo

Paola Romero

Tyler Valdes

1. Commissioner & Administrative Updates:

- Secretary: Emily Majorkiewicz – Explain meeting minutes
 - Meeting minutes consist of summaries about the TGIF board meetings, Secretary will forward the minutes to board members for approval before the next meeting
 - Expectations: compiles minutes and quarterly summaries
 - Accounting: Paola Romero – Financials, rollover accounts and check requests, schedule meeting with Stephanie
 - Will talk to Stephanie about roll-over accounts
 - Expectations: will be dealing with finances, roll-over accounts, will work with organizations on check requests and purchasing, last year's issues included organizations going over budget
 - Marketing: Tyler Valdes: Schedule for fall booting
 - Deciding between weekly and biweekly booths
 - Booting is on Thursdays from 11:00 to 1:00pm
 - Expectations: In charge of booting, social media, and advertising
 - Board may get matching hat/shirts
 - May start raffling out skateboards, bikes, ect. during booting this year
 - Sustainability: Jamie Hearn – Rundown of voting procedure, review of application deadlines, website updates
 - This year's budget is \$150,150 and there is \$154,000 in reserves
 - Will ask Stephanie for marketing budget
 - TGIF is invited to booth at the sustainability fair on October 18th, Ruth and Roxy will booth
 - Application deadlines every 2 weeks
 - Will email out 2 mock TGIF applications and bylaws out for practice
 - Expectations: Will be dealing with the voting and website, contracts and rejections, will also be reserving booting
 - Stephanie recommends that we set the intern meeting time day now, will discuss it next week when Tori is present
 - External Affairs: Roxy Ayala
 - Expectations: Will go over intern applications and will set up interviews, updates the calendars for the interns, will do biweekly newsletters and to give updates about events, manages Facebook page, and collects post-event reports
 - ASUCI: Stephanie van Ginkel
 - External Affairs VP Raphael
2. Questions on transition materials
3. Review and handout bylaws
4. Goals and expectations

5. Intern program planning – Discuss what tasks we should give to interns this year, interview schedule, advertising applications, and how many interns we should accept this year.

- Jamie: 1) Biweekly is better. 2) Interns should go to sustainability events every week and log it in some way. 3) Interns should work on one large project that would be presented at the end of Winter quarter. 4) Should update the interns about approved projects.
- Ruth: Application reviews provides good exposure to interns
- Roxy: 1) Interns should be presented with multiple projects to work on in groups throughout the school year. 2) Interns can fill out a program survey at the end of each quarter.
- Tyler: 1) Each intern meeting a board member could present to interns and discuss duties and skills needed for the position.