



Fall Quarter 2016 Week 2

3 October 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
 - Request to update the Drive
- Accounting: Paola Romero
 - Emailed Stephanie to prepare meeting with Jamie
- Marketing: Tyler Valdes
 - Will begin boothing this week
 - Week 4 will be housing sustainability fair on October 18th, Ruth and Roxy will be there starting at 11:00 a.m., Paola from 11:00 to 12:30pm
 - Week 6 and 8 may be succulent giveaway, to advertise a main quarterly prize
 - Hoping to get new table cloth and cart for boothing events
 - Would like to continue with plan to make hats for the board
- External Affairs: Roxy Ayala
 - Finished biweekly newsletter and will be sending it out shortly
- Sustainability: Jamie Hearn
 - Tori can no longer be the intern coordinator, may hold application/interview to appoint a new one
 - Received many applications the night before, will send them out with week 3 agenda
 - Intern application is online as a form

2. Review bylaws

- The title of the VP must be updated

3. Review sample applications

- 1st practice application does not have a wide audience, is exclusive and the items are promotional + expensive, all voters oppose
- 2nd practice application: event was open to everybody, application was thoroughly filled out, items are sensible, all voters in favor

4. Review Post Event Report document

- Emily: Can add a section for feedback with working with TGIF
- Roxy: Can be more specific when asking about the success of the event
- Tyler/Paola: Can add a section/replace a question with how to improve the event in the future
- Jamie: Can break down the statistics of the event by including attendance and costs
- May rephrase question 3: have applicants list 3 ways they educated participants

5. Intern program planning

6. Projects to vote on:

- HyperXite
 - Tabled for next meeting