**Secondary Meeting for Members and Potential Officers**

**Friday 4/21/2017, 5 pm - 6pm AP&M 7421**

**Attendees:**

* Zack Garza
* Keenan Chan
* Peter Amidon
* Aiden Yoon
* Simon Hu

**Past Business**

1. Wednesday’s meeting
   1. [Reference: Meeting Agenda](https://docs.google.com/document/d/1-cmebFzR9F-Yce0G95JGAK7dLlF7NtIA9-3-BzCLH3Q/edit)
   2. [Reference: Meeting Minutes](https://docs.google.com/document/d/1NM1Z5AGC5hNzVKNIRjfh8dqJ_fAdfr_F9DeRna8ioGY/edit)

**New Business**

1. Officer Applications
   1. For major positions: take Art of Inclusive Communication Workshop
      1. [Signups Here](http://tritonstogether.ucsd.edu/reservations/#)
      2. We’ll need to renew the club for the next academic year, so having a lot of people available to serve as PMs will help that process a lot.
   2. The Current Club Structure
      1. There are technically three roles: Officers, PMs, and Board Members
         1. Right now, all three coincide because there are only 5 of us!
         2. You can be any 1 of these 3, or all 3.
      2. Responsibilities/Duties:
         1. PMs:
            1. Our liaisons to A.S.
            2. Are the only people able to submit most A.S. paperwork
            3. Are the only people able to make funding requests (!!)
            4. Are the only people able to book certain rooms (outside of AP&M)
            5. Needed to start the club and renew the club every year
         2. Board Members
            1. Attending board meetings, and ultimately make most club decisions
            2. Some decisions come to a vote, and only board members have an actual vote in that case
            3. Requires the most commitment
         3. Officers
            1. Handle actually carrying out logistic details, according to their individual jobs (e.g. the treasurer is responsible for ensuring that receipts are kept and make it to the funding manager, secretary is responsible for taking minutes and helping with scheduling, etc)
         4. Bonus - Just being a member
            1. It’s also fine to just be a member!
            2. Board meetings and secondary meetings are open to everyone

We’ll always be open to hearing ideas from members - e.g. for possible events, ideas on what food to get, directions the club should take, etc

But the board always has the choice to either act or not act on that feedback, so becoming a board member is the best way to actually make your ideas happen

* 1. The plan:
     1. For whatever roles you are interested in, start helping out with those duties for the next few weeks - you will be “temporary officers” for this quarter
     2. Also help out with general stuff - come to board meetings and events, make sure you actually sort of like the stuff the Math club does! (90% of what we do right now are events)
     3. After the Integration Bee, we’ll hold formal elections to set up the official positions for next year - the current board will vote to add temporary officers to the board, and to establish them as official officers for the upcoming quarter
     4. Terms will essentially be for the year, but the minimum commitment is an entire quarter
  2. Does anyone know for sure that there’s one **particular** role they would prefer to take on?
     1. Does that conflict with anyone else’s first choice?

1. Planning Tools
   1. Slack
      1. Hugely important! Most real planning gets done there
      2. Being available is important - sometimes we run into time-sensitive issues. Try to set up notifications on your phone
   2. [Private Planning Calendar](https://calendar.google.com/calendar/embed?src=gb14smolcj03842int7jmrm43c%40group.calendar.google.com&ctz=America/Los_Angeles)
      1. Different from website calendar - includes events that aren’t necessarily pertinent to the average student, but important for running the club
      2. Used to plan/schedule everything, and allows quick/easy communication about scheduling between board members. Add this to your own calendar tool and reference it often!
      3. If you ever need to change an event (e.g. to move the time, or reschedule something), just edit it on the calendar and ping the channel to let everyonce else know
   3. [Trello](https://trello.com/b/G7baiPAi/sums-events)
      1. Keeps track of the event planning process. Stages
         1. Planning
            1. First, we come up with what sorts of events we want to do, and try to get a rough idea of when to do them (e.g. “first half of winter quarter”, etc). **This should happen >8 weeks before the event!**
            2. Once we’ve decided to commit to an event, we decide on a concrete date/time, and the card gets added to the trello board. (Make sure to add the date/time information to the card description!)
            3. The event then also gets scheduled on the private planning calendar
         2. Room Booked
            1. Once we know the day/time we can book a room. **Should be done 6-7 weeks before event if possible!**
            2. Depending on the event, this may be done through AP&m 7th floor, through Associated Students, or through the scheduler in the Registrar’s office
            3. Having a room booked and confirmed is a prerequisite for any funding
            4. Once we have a room, the card gets moved into this category.
            5. We then need to come up with a budget.
         3. Funding Requested
            1. Then a funding request can be submitted

Can only be done by a PM, and PMs can only be people who’ve taken the workshop

* + - * 1. Budget needs to be specific, even if it’s not finalized

As in we have to list out, say, where we’re getting food, each individual thing we’re getting, the prices, and get a proof of the final total (receipt, photo, screenshot of online order, quote, etc)

* + - * 1. Needs to go in **5 weeks** before actual event, at minimum! Plan early!
        2. We then have to wait until our request is approved.
        3. In the meantime, we almost always need to submit a **TAP form** (again, only PMs can do this)
      1. Paperwork Finished
         1. Once funding request is approved and TAP form is in, move card to this category.
         2. Add all funding details to the card - how much we were awarded, all of the items we said we’d buy + prices, links to receipts, contact phone numbers for food places, etc
         3. Then need to organize the actual logistics of getting the food - usually need to communicate with our funding manager to arrange payment, determine who will pick up or receive food, etc
         4. Since everything is a sure deal at this point, this is a good time to start advertising
      2. Flyers Done
         1. Usually do some form of advertising for events - facebook events, flyers, student outreach, etc.
         2. Making flyers is its own process

First design and make flyer that can be exported to PDF

Use collaborative tools and share progress in Slack!

Then talk to a PM to get printing coupons

Take printing coupons to Imprints (near UCSD Book Store) along with PDF on a flash drive, and get them printed

Printing takes 2-3 business days

Pick them up, post around campus, etc

* + - * 1. Once flyers are up, move card to this category
      1. Event Passed
         1. Leave events in the previous category as long as they’re still coming up - we may still need to use it as a reference up to the day of the event
         2. Move card when done, but don’t delete - it’s useful to keep those details to reuse for later events if necessary