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Board Meeting

Wednesday, 4-17-2017

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# Attendees

# Agenda

## Last Meeting Follow-up

1. Missed a *lot* of items because nobody put together an agenda!
2. Graduation stoles, about 20 people have requested them and its up to us to make it happen within a week or two
3. The math Dept will soon be looking for tutors/TAs for the summer bridge program
4. Department review meeting - many people did not come
5. Simon and Zack both took the PM workshop, so we need to review the PM structure for this and next quarter

## New Business

1. This week: Movie Night.
   1. Zack’s bringing food
   2. Can anyone pick up pizza
   3. Still don’t have the reimbursement process documented (Aiden!)
2. Next week
   1. Lightning Talks
   2. Tap form okay?
   3. Who’s getting food, and what
3. Two weeks from now:
   1. Integration Bee
      1. Room…?
      2. Food plans?
      3. Still virtually no input or help from anyone but me or Simon
   2. Elections
      1. Member tasks need to be completed by then
      2. Need to review them
4. Deadlines
   1. TAP Integration Bee - due this Friday.
   2. Funding: ALL four Fall events - due on Monday
   3. TAP Burnout Social - due next Friday
   4. *Need trello to be updated if/when progress is made*
5. Fall Events
   1. Need to basically plan them now, so Aiden can submit funding requests
      1. (Apologies to everyone for it being last minute, we only found out last week)
      2. **Limit discussion to 10 minutes max**. These need quick action, we can deliberate more about events later in the quarter
   2. See trello board and calendar, already laid out tentative events and rooms
   3. Only really need a GBM room and food plans
      1. We can use an AP&M room as a placeholder for the request, but we **need to make sure to note/track this somewhere, and follow up on any room changes with edits to TAP & Funding Requests!!**
         1. Note - last week’s mishap almost cost us $600+ in funding
      2. My idea - keep food plans *simple* and *straightforward*. Avoid relying on pickups, providing utensils, returning equipment, etc.
         1. Takeout options are viable (e.g. pizza)
         2. Grocery store runs are fine
         3. Anything else? Better have a plan!! (And have it today!)
6. Aiden Updates
   1. Deadlines for TAP form
      1. Integration Bee 5/19 Friday
      2. Burnout Social 5/24 Wednesday
   2. Deadline for 0-5 week of Fall 2017
      1. Ignore 5/22 on Guide. Got email saying that it is due June 2nd Friday
   3. What I need for Fall events
      1. Exact dates
      2. Rooms
      3. Food list
      4. Potential materials we might need (ie paper plates, forks, ect…)
   4. Reimbursements form has a mailing address you can put so it will be sent to that address.

# Action Items

1. **Keenan**: Submit TAP for Integration Bee (6402)
2. **Keenan:** Get reimbursement forms to print flyers for both Integration Bee and Lightning Talks
3. **Keenan or Aiden:** Submit TAP form for burnout social by **Friday**
4. **Aiden or Zack:** Book rooms necessary for Fall events
5. **Aiden:** Submit funding request for first 4 fall events by **Monday**
   1. Note - use SUMS email address if possible. Save copies of funding requests and attach them to trello events - *this is important!!*
   2. The SUMS email thing is *really really really important.* Because of the many issues we’ve had with AS communications, I want everything to go through the SUMS email **whenever possible**.

# Next Meeting Agenda Items