Meeting Minutes

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# 1-20-2017

# **Meeting Agenda**

1. Club Status
2. Moving Forward
3. Upcoming Events

# **Club Status**

* Update from PMs
  + Meeting with OneStop completed today, and registration is nearly complete.
  + 3/4 members have taken the necessary workshop
    - Arkin may be taking it during the week of Jan. 23rd-Jan 27th
    - If not, I (Z.G.) know someone who may be able to fill the slot just to get the club started
      * (I may also be able to fill it myself if I complete the workshop)
  + Other minor items still need to be completed for club to be "official"
    - All members need to have workshop and quiz completed
    - Community Advisor needs to submit a form (Currently Jeffrey or Terry?)
    - Other items, see Abhiraj
  + Need a constitution
    - Guidelines for club constitutions may have changed since SUMS was last registered, so a new one needs to be drafted
    - May be able to modify the old SUMS one, or the one on the archived Math Club web site.
    - Old SUMS constitution: <https://www.math.ucsd.edu/~sums/constitution.php>
    - Old Math Club constitution: <http://www.math.ucsd.edu/~sums/archive/b403/about/constitution.html>
* Status of PMs
  + It appears that only 4-5 members of the Facebook group chat are actively involved
  + Most have been unable to make meetings - we should coordinate schedules in case these PMs have class during the time slots we're booking
  + Need to know how involved these PMs would like to be in day-to-day club business
    - Abhiraj: Interested in being fairly involved, essentially doing "unofficial president" duties
    - Simon: Would like to be involved with planning events
    - Zack: Mostly interested in making events happen, willing be as involved as necessary to accomplish that
  + Need to find out if the PMs would be willing to attend regular meetings if we set them up
    - Motion to have regular business meetings passed on 1-20-2017 by attendees, possibly scheduled near the beginning of each month
    - Other clubs on campus host quarterly GBMs, might be a good idea for SUMS as well
      * Some have membership sign up forms
      * Gives student body an opportunity to apply for official positions, which can be reviewed by a panel
* Moving Forward
  + Would be good to hold another meeting soon to go over what still needs to be done
  + In particular, a constitution needs to be put together ASAP
  + Decided to hold a meeting Monday afternoon. Room booked.
    - Next Meeting: Monday 1/23/2017, 4-5pm AP&M 7421
    - Not sure if this time works for other PMs though, Abhiraj sent a message to see if it works for them
    - If not, timeslot can probably be changed. Possibly through online booking system?

# **Organization and Structure**

* Might be best to hold off on things like elections and official positions until after the club is more well-formed
  + Right now, number of actively involved people is very low
  + Hosting events may be a good opportunity to reach out and get more people involved
* Idea for interim decision structure: Parliamentary Procedure
  + Same kind of thing used in Model U.N., structured debates, etc
  + Just enough structure to make decisions and get things done
  + Mostly "democratic", so we wouldn't need official positions yet
  + Process:
    - We go over whatever agenda items we need to during regularly scheduled business meetings
    - Normal members can also attend, put forward motions to suggest events, etc
    - Motions need a second, and can be put to a vote
  + I (Z.G.) have notes on the specifics of how this work, and can serve as chairman for discussions if necessary

# **Events**

* Latex workshop
  + I (Z.G.) explained that an organization on campus contacted me inquiring about doing another workshop
  + I said yes, currently working out the exact dates, but aiming for some time between Feb 13 and Feb 24.
  + Reflection on last workshop:
    - Only really had one week of promotion last time, turnout was around 5 people
    - Some flyers went out
      * Abhiraj taped some flyers to seats in an auditorium, but it turns out this takes a long time
      * Would probably take 3 or 4 people to cover a single auditorium
      * Abhiraj still has the template from last time, would be fairly easy to update it with new info
  + Working out the logistics for this one
    - Simon would be interested in helping out as well for this one
    - Visiting classes and giving 30 second to 1 minute explanation of event before classes looks viable
      * I (Z.G) can write up a blurb/summary describing the event
      * Simon is on the Facebook group chat now as well, so we'll coordinate things there
    - Funding
      * Too soon to apply for anything from A.S.
      * Currently talking to Jeffrey over e-mail, no progress yet.
      * If nothing else, I (Z.G.) may be able to spend $50-100 to cover some food or snacks
        + Abhiraj may be able to pitch in as well?
    - Timing
      * If we get all of the planning done within a week (before 1/27), this leaves us 2-3 weeks of time to execute
    - Plan of Action
      * I (Z.G.) will finalize the date/time and write up the descriptions/summaries this weekend
      * I'll send Abhiraj the details so they can go on the flyer
        + He might be able to handle stuff like making a Facebook event too?
      * Keenan and Aiden may be able to get involved again
      * I'll also work with Simon to generate a list of the Math 109 classes
        + I'll write up an example short speech to use as a reference
        + We can then coordinate our schedules to see who can go when
* Pi Day
  + We can make something happen, but we'll have to act fast.
  + It is 52 days away from today, which gives us 17 days to finalize planning and any requests for funding
  + Tight schedule, but we can possibly do it
  + Funding request would have to be in by Feb 6th at the latest.
  + Requires that club is official by then, plus we need some time to actually submit the paperwork
* Lightning Talks
  + Still going on, they're planned for Fri Jan 27th and Fri Feb 24th
  + Let's just make them a SUMS thing
  + There may be a few attendees from those talks that also want to get involved

# 1-23-2017

# **Agenda**

1. Formulate a Constitution
2. Latex Workshop Details

# **Formulate a Constitution**

* Most PMs had to cancel, so this is postponed for now
* PMs will hopefully be able to reschedule and meet this week
* Arkin will be taking the workshop on Friday, after which 4/4 PMs will have taken it
* We should be able to come up with a bare minimum just to get things registered, it can then be updated later and resubmitted if necessary
* Links for reference:
  + Guidelines from A.S.: <http://getinvolved.ucsd.edu/pdf/OrgConstitution.pdf>
  + SUMS Constitution: <https://www.math.ucsd.edu/~sums/constitution.php>
  + Math Club Constitution: <http://www.math.ucsd.edu/~sums/archive/06-07/constitution.shtml>

# **Latex Workshop Details**

* Decided on a date - Friday, February 17th from 2pm to 4pm
  + Not *completely* finalized yet, still need to hear from MDST to see if this works
  + Concern: Students might have classes during this time slot
    - But many rooms are also booked earlier in the day. Possible to do evening or even weekend event for next workshop?
* Discussed visiting Math 109 classes to advertise workshop
  + Simon brought schedule of 109 classes, there are 3 major lecture sections
  + Decided it would be good to announce approximately 2 weeks before event date
  + I (Z.G.) will reach out to Popescu and aim to visit to his section at 8am on Thursday, Feb 2nd
  + Simon will take the other 2 sections on Wednesday, Feb 1st
  + Aim to have all announcements done by Feb 3rd
* Tentatively booked a room
  + Requested AP&M 6402, since this is a good "computer presentation" room.
  + Has tables, projector in front, can accomodate small number of people or easily up to 30
  + Still need to receive confirmation from office
  + Need headcount from MDST to finalize
    - I (Z.G.) emailed them Monday night
* Looked at alternative backup rooms
  + AP&M 2402 is another good option
  + Has projector in front, tables, seats ~32 and also has outlets on tables
  + AP&M B412 is another possibility
* Discussed refreshments
  + No word from Jeffrey yet on any funding from math dept.
  + Plan on $50 budget from me (Z.G.)
  + Need to figure out who can pick up the items, make sure they get to the room on time
  + Ideas:
    - Cookies: There's a grocery store near campus
    - Coffee: Sbux or campus coffee shops do travel packs / carafes that serve multiple people