

Meeting Minutes

10/29/12

Agenda= Separate into specific teams to discuss roles and expectations

-Finance (Nick Lamb)/ Treasurer (Mitch Trotta)

- *forms for reimbursements and beget requests
- *Daily updates and different procedures
- *1 page report once a month

-Career Service Director (Robby Noonan)

- *Identify list of companies that will come
- *Figure out how to get companies to come here
- *Letters of thanks for those who come and different letters saying what the COB does
- *Relations with the career service office
- *Funding and attendance goals and social media access

-20/20 Speaker Series (Daniel and Katie)

- *Bring in guest speakers (2 a month) from different companies
- *Brought in many CEO's to talk about their companies and different business concepts
- *Create a community of business leaders

-President (Bhavik Modi)

- *designing the entire organizational structure
- *how different positions line up

-Branding Director

- *In charge of public image
- *Historian takes pictures, collects ads and slides
- *Holding onto every marketing thing we do

- Fundraising (Matt Murphy)

- *Fund different special events

- *Raising money for the different events (1000\$)

-College Communications (Will)

- *Getting all of our advertising for the semester

- *One page document discussing the newsletter

-Technology (Melissa and Paige)

- *Collect pictures and descriptions for our social media groups

- *update linked in accounts

- *Promotions and tweets

-Google Calendar (Jack Johnson)

- *In charge of making sure the word gets out about different events

-Print Media Coordinator (Andrew)

- *Working on all of our print ads

- *Print ad campaigns

-Secretary (Mathias Julie)

- *Old and new business

- *Developing new stories

- *Student spotlights along with up to date website

- *Meeting minutes along with live tweeting

-Impact UC (Ben Robinson)

- *Connect students with business personnel

- *Network with professional

- *Coordinate events with the companies

- * Business, community, event itself

-Special Events (Lauren)

- *putting together 2 social events
- *All of our campus events
- *Making sure we are involved at different events

-Alumni Relations (Ben Keefe)

- *Coordinate dinners with different alumni
- *Working directly with alumni council
- *One page snapshot of what students are doing across the COB

-Website (Clair)

- *Completely re design the web site
- *Keep it up to date

-Intramural (TJ Meyer)

- *Keep track of events
- *Co-ed Basketball championship in mid November

-Recruitment Director (Alec)

- *Putting together recruitment Blitz
- *Fill up the meeting
- *Put on different college events that involve the entire college

-Co-op Programming and Impact UC (Brad)

- *Give updates
- *Go into every event prepared

-Senators

- *2 representatives in the undergraduate in the COB
- *Make sure our interests are representatives

-Branding (Lauren)

Designing ads and designs

-Communications design coordinator (Jenna)

*Unified Brand

-Retainment Coordinator (Samson)

*enjoyable meetings

*20/20 speaker tomorrow at 7 pm room 608