

Officers/Staffs' Meeting Agenda 8 Winter 2015

"Build Quality Relationships"

I. Officers and Staff's Update

A. New Staff!!

1. James
2. Jin
3. Alex

B. Matsuri: Tomoki

1. Update: website

- a) Have almost all information needed
- b) Also making a Japanese version

2. Booth sign up

- a) Instead of having members put their name on a sheet, making a google form listing your top 5 choices and your available times

(1) Will need a lot of volunteers for food booths

(2) Sign up for food prep and booth volunteer

b) Leaders will decide on who to put in which booth

c) There will be an updated sheet that is view only

d) Hopefully have it up by tomorrow

(1) Will be posted on FB group page

C. Secretary: Sakurako

1. The website is up but still needs organization, need to add more details and take out unnecessary stuff

2. Not searchable, but anyone with the link can view the site

3. Have it so that the link is also on the JSA website (only viewable by officers and staff)

4. Will pass it onto next secretary to add on notes

D. EYP Venue: Alice, Priscilla, Kevin, Andy

1. Will give new officers a list of options with venue

2. New officers will decide the venue from the list

II. Hanseikai

A. Bonodori

1. It was fun and very organized

2. Good that Stephanie knew the dance very well

3. Liked the idea of musical chair with bon odori dance

B. Language table & Iceskimo

1. Priscilla and Alice were the only officers that showed up

2. If you sign up for the event, make sure you go
3. If you have any changes, let ALL leaders know
4. Rides
 - a) Inefficient to have multiple cars that aren't even full
 - b) Make sure there are no last minute changes, or if there is make efficient changes
 - c) Put on gdoc: are they okay with not driving
5. We got 20% back from ICESKIMO
 - a) Seemed happy to have our business
 - b) Will be working with us in Matsuri

C. Work Party

1. Was able to follow agenda and finished what was planned
2. Will have another work party to finish up presentation committee
3. This is an official JSA event, so officers and staffs please come to at least one
4. Organization
 - a) People who came in late did not know what to do
 - b) Have one person to overlook a task and be able to assign new people into your group
 - c) Actively give out tasks
5. Make sure we have a lot of supplies
 - a) We did not have enough scissors, so people could not help out
6. Make sure to bond with NSU
 - a) Organize it so JSA and NSU people have to work together
 - b) Assign people into groups, have more directions
 - c) Have subgroups with 2 JSA leaders, and then put other NSU people in there

III. Movie Night

- A. Leaders: Kevin, Seira, Sici, Sho
- B. Date: 3/5 Thursday
- C. Time: meet at PC 7:30p, start movie at 8p
- D. Location: CSB002
- E. Details:
 1. No admission fee
 2. Will have snacks
 3. Have a Boba run before the movie, so meet at 7:30p

II. Undoukai Practice #2

- A. Leaders: Sakurako, Chie, Nayuki

- B. Date: 3/8 Sunday
- C. Time: 9:30am@ Sungod Lawn
- D. Location: Black's Beach
- E. Things to bring?
 - 1. Bottle of water
 - 2. Change of clothes
 - 3. Distribute water before going to the beach
 - a) Bring a pack of water

II. Language Table

- A. Leaders: Yusaku, Sakurako, Tomo

II. Election

- A. Date: 3/7 Saturday
- B. Time: TBA
 - 1. Still organizing the interview slots
 - 2. Will update by tomorrow
- C. Location: Student Service Center 350
- D. Logistics:
 - 1. Alice will send out email regarding your interview time
 - 2. 5 minute speech, 10 minute Q&A
 - 3. Officers will discuss
 - 4. New president will call everyone who participated in election about you position
- E. Reminder:
 - 1. There is no pre-agreed result
 - 2. Each officer has one vote each
 - 3. Although each officer has an idea of who they want for a position, but that does not determine the actual result
 - 4. Speech is very, very important
 - a) Be serious and be prepared
 - 5. Officers
 - a) If two people shadowed you, give equal amount of information to each candidate
 - b) No favoritism allowed
 - c) Officers cannot help with other people's speech, or tell them what they will ask during election

Next meeting will be with new officers!:)