SGA Cabinet Minutes

September 11th, 2014
7:02pm to 8:39pm

Present: Greta Stacy, Vy Nguyen, Aisha Amin, Andrea Lahlum, Samantha Page, Charlye Barfield, Marianna Januario, Colgan Powell, Molly Grover, Laura Lubben, Lindsay Roth

Tardy:

Regrets: Nancy Chen

I. Call to Order 7:02pm
   A. Greta Stacy calls the meeting to order.

II. Approve Minutes
7:01pm
   A. Minutes are passed 9-0-1.

III. Committee Updates
7:05pm
   A. Lindsay Roth
      i. HPA had first meeting on Tuesday, voted Vice Chair in (Madeline), HPA of Talbot. An HP was put on CCCP committee. They discussed house parties, general things, had a Goldkey speaker come.
   B. Vy Nguyen
      i. Last Tuesday was the first Senate meeting, it went pretty well. Senators are very engaged. They elected two Senators into ORC and two into EnA. They went over policies and one house forgot to elect senators (Wilder). They will elect soon. Vy is going to form committees from Wishes, Wants, and Needs.
   C. Andrea Lahlum
      i. Judicial Board had first training session on Sunday, application for new members have been released, due Sep. 26. Looking for juniors and Adas (they have many Adas). Publicity at org fair (posters and in eDigest). Will be put in social media in SGA.
   D. Charlye Barfield
      i. Academic Honor Board had first meeting, top secret, don’t worry about it.
E. Colgan Powell
   i. Sustainability Committee has three members! Colgan met with other orgs, hopes to meet with all of them next Friday, then have a weekend committee get together. Constitutional and Bylaw changes were presented to Senate, Senate will vote on them next week.

F. Laura Lubben
   i. ORC met this week, funded three things, two new members from Senate. So far so good.

G. Marianna Januario
   i. Meet and Greet CC Tv Lounge 6:30-7:30pm this Tuesday, Mini-Elections Extravaganza same location 7-9pm, September 29 (Monday). These are in the calendar. Registration opens tomorrow at 8 am. Closes on the 19th at 4:30pm. First committee meeting tomorrow.

H. Samantha Page
   i. Cabinet met Monday, sophomore class meeting on Wednesday, huge turn out, Seelye 106 was packed, talked about their activities for the year, asked for feedback. Event next Wednesday: donut and tea give away in Neilson browsing room 8-9pm. Social Media blast, just got regrammed by Smith College! Twitter, Facebook Page, all that info is coming out. Table at the fair tomorrow, Cabinet will be publicizing social media info and upcoming events. Sophomore class representatives meeting September 29, 7-8pm in Seelye 106.

I. Aisha Amin
   i. Treasurer: Finance Meetings are going well, four applications were funded today. Budgets were decided for the year.
   ii. Secretary: Let Aisha know about any things you want to be publicized through Social Media. 7 Sisters Conference is soon, one other Cabinet member will go with Aisha, it will be at Wellesley.

J. Molly Grover
   i. First Ada all class meeting, during Ice Coffee hour, good turn out.
   ii. Organizing family picnic on Sunday, thinking about BSA-Ada gathering around halloween.
   iii. New VP, Theo, new social co-chair, will be at involvement fair, selling Ada Merchandise, Will have laptop and sign up sheet for babysitting.
   iv. Electing Ada off campus rep for Senate.

K. Greta Stacy
   i. Invited to Park House Tea, September 19th at 4pm, but will be at Five College Coordinating Meeting and needs two people to go and talk about what SGA does and how to get involved
      a. Marianna Januario and Colgan Powell will attend.
   ii. If you ever feel stressed or like your work load is too much, Greta encourages you to meet with her and talk about balancing things, helping you out. Let Greta know if there is anything she can do to support you and help you.
IV. Visibility Events

A. Iced Coffee debrief
   i. Thanks to those who showed up, lots of good energy, gave away 200 flyers, people remembered things from the flyer! It was awesome. Check out the event brief in the Google Drive and the wishes, wants, and needs Google Doc Greta shared with us all. Remember to do briefings on events (details, what you bought, how much it cost etc.) like this to put in your binder for the end of the year to pass on to the next person in your position.

B. Student Involvement Fair
   i. Happening tomorrow, 11:30-1:30pm. Greta will be there the whole time.

C. Office Hour Raffle Details and Logistics
   i. If you haven't handed in them yet, send them to Sharon Fagan ASAP.

D. Glass Box and Wish/Want/Need Box Schedule
   i. Greta pulled the ones about SGA out, wrote them up.
   ii. We be the channel for the box, if we hear feedback, write it down and put it in the box yourself.
   iii. Greta will reserve tabling spaces for the box.
   iv. Week of September 15th-19th: Andrea will have the box for her meet and greet on the 19th. It will be in the Cabinet Office.
   v. Glass box will also be used to advertise our events
      a. Sam can use it for cabinet events. Pick up key from OSE office for access.

E. New website launch
   i. Friday 11:45-1:15pm, giving ice cream out, celebrate SGA’s new website!

V. My Bus Home

A. Company run by a woman named Betsy who was in touch with last year’s Cabinet: provides transportation for students to different areas over breaks. This could bus people to New York City or other areas with a lot of Smithies like Boston. Greta knows the coaches can hold 50 student, fare (round-trip) is $129-169 (Greta will ask for more information on this) depending on amount of students that rides the bus. Usually we try to break even with this and the shuttles. Greta will report back to Cabinet with more information.

VI. Budget Allocation

A. Five College Student Board
   i. Allocated last year: $500.00
   ii. Spent last year: $500.00
   iii. Allocated this year: $500.00
      a. Each of the schools in the consortium contributes $500.00 a year

B. Events
   i. Allocated last year: $9,000.00
ii. Spent last year: $8,455.47
iii. Allocated this year: $10,000.00
   a. This money will be spent on Rally Day and publicity events the SGA holds, such as free iced coffee during First Week @ Smith

C. House President’s Association
   i. Allocated last year: $700.00
   ii. Spent last year: $370.83
   iii. Allocated this year: $370.83
      a. This money will be used to buy the stoles House Presidents wear at graduation. In past years, these have been purchased every year. In keeping with ORC policy on uniforms, this is the last year SGA will purchase HPA stoles and the stoles used this year will be kept by the SGA for future use.

D. Sustainability Committee
   i. Allocated last year: $300.00
   ii. Spend last year: $164.47
   iii. Allocated this year: $500.00
      a. This money will be used for programming events hosted by the committee

D. Academic Honor Board
   i. Allocated last year: $540.00
   ii. Spend last year: $362.84
   iii. Allocated this year: $0.00
      a. In the past, this money was used to buy food for meetings. In keeping with ORC food and drink policies, this money will no longer be provided by the SGA. The College covers all administrative costs associated with Academic Honor Board.

E. SGA Airport Shuttles
   i. Allocated last year: $0.00
   ii. Spend last year: $0.00
   iii. Allocated this year: $0.00
      a. The goal of the SGA Shuttles to and from the airport over breaks is not to make money, but to provide a service for the student body. The SGA aims to break even on this account, and so does not allocate money for it.

G. Cabinet Activities
   i. Allocated last year: $2,500.00
   ii. Spend last year: $2,356.13
   iii. Allocated this year: $1,000.00
      a. This money will be spent on orientation for student leaders and attending the Seven Sisters Conference.

H. Conference Fund
   i. Allocated last year: $18,610.00
   ii. Spend last year: $10,000.00
   iii. Allocated this year: $20,000.00
      a. This money will be used to finance individual students who wish to attend a conference off-campus.

I. Curriculum Committee
   i. Allocated last year: $500.00
ii. Spend last year: $100.00
iii. Allocated this year: $100.00
   a. This money will be used for the Sherrerd Teaching Prize plaques.

J. Elections and Appointments Committee
   i. Allocated last year: $584.00
   ii. Spend last year: $612.92
   iii. Allocated this year: $1,500.00
       a. This money will be used for programming events hosted by the committee.

K. Programming Expenses
   i. Allocated last year: $3,410.00
   ii. Spend last year: $2,590.55
   iii. Allocated this year: $1,500.00
       a. This money will be used for the Gavel Awards as well as Cabinet materials such as polos, name tags, business cards, and padfolios.

L. Judicial Board
   i. Allocated last year: $1,240.00
   ii. Spend last year: $1,240.00
   iii. Allocated this year: $1,000.00
       a. This money will be used to cover the cost of training for Judicial Board members, administrative costs, and programming.

M. Copier Lease
   i. Allocated last year: $3,000.00
   ii. Spend last year: $3,285.90
   iii. Allocated this year: $3,200.00
       a. This money is used to cover the costs of the machines and printing in the Resource Room and the SGA Office.

N. Office Expenses
   i. Allocated last year: $3,000.00
   ii. Spend last year: $1,559.63
   iii. Allocated this year: $1,500.00
       a. This money will be used for office supplies in the SGA Office.

O. Organization Resources Committee
   i. Allocated last year: $187.00
   ii. Spend last year: $1,404.75
   iii. Allocated this year: $2,000.00
       a. This money is used to buy food for members when they are asked to work long hours during budget hearings and for programming.

P. Regalia
   i. Allocated last year: $0.00
   ii. Spend last year: $1,404.75
   iii. Allocated this year: $2,000.00
       a. This money will be used to buy regalia for seniors to borrow.

Q. Senate
   i. Allocated last year: $1,100.00
   ii. Spend last year: $1,093.90
iii. Allocated this year: $3,000.00
   a. This money will be used for programming events hosted by the Senate.

R. Social Justice and Equity Committee
   i. Allocated last year: $1,210.00
   ii. Spend last year: $506.67
   iii. Allocated this year: $1,000.00
       a. This money will be used for programming events hosted by the committee.

S. Student Employees
   i. Allocated last year: $5,800.00
   ii. Spend last year: $6,502.00
   iii. Allocated this year: $6,500.00
       a. This money will be used to pay work-study students who work in the SGA Office.

T. SGA Vans
   i. Allocated last year: $9,000.00
   ii. Spend last year: $8,473.19
   iii. Allocated this year: $6,000.00
       a. Last year, the SGA Vans made money because four of the nine vans were sold. This year, the budget for vans will be decreased because there are fewer vans. For more information on SGA Vans, please see the SGA Van tab on the left of the page.

U. Water in Office
   i. Allocated last year: $50.00
   ii. Spend last year: $37.66
   iii. Allocated this year: $50.00
       a. This money will be used to pay for water in the SGA Office.

V. President’s Discretionary Fund
   i. Allocated last year: $0.00
   ii. Spend last year: $0.00
   iii. Allocated this year: $1,000.00
       a. This money will be used for programming supported by the President of the SGA that is not associated with a particular committee.

W. Total amount allocated is $60,080.83. The remaining $6,919.17 will be keep in a slush fund

X. Budgets pass 9-0-2.

VII. Adjournment

Finance Committee Minutes

8:39pm
September 11th, 2014
8:44pm to 9:10pm

Present: Greta Stacy, Vy Nguyen, Aisha Amin, Laura Lubben, Samantha Page

Tardy:

Regrets:

I. Call to Order
   8:44pm
   A. Aisha Amin calls the meeting to order.

II. Funding Requests
    8:45pm
   A. Person A
      i. Already received $450.00 from Deans Travel Fund. Three day
         convention. She spent more than we allocate a night on hotels. Deducting this, we
         would give her $978.00
      ii. Laura moves to fund Person A $978.00
      iii. Motion passes 4-0-1.
   B. Person B
      i. Asking for $100.00, but the request is not itemized. Need more info on
         what the $100 is going to be used for
      ii. Greta moves to table the decision for this funding applicant pending
         more information.
      iii. Laura seconds.
      iv. Motion passes 4-0-1.
   C. Person C
      i. Transportation should cost $100-she asked for $110. We will fund her
         $100.
      ii. We are not paying for the Dry Cleaning for the suit, $15 deducted.
      iii. $863.00 remains to be funded
      iv. Laura moves to fund applicant $863.00
      v. Greta seconds
      vi. Motion passes 3-0-2.
   D. Allison Tippet on behalf of PSE
      i. Receiving $1,666 from ORC. Coming back to ORC for $300 because
         speaker fee increased.
      ii. Greta moves to fund $294.00 from Sawyer Fund,
      iii. Laura seconds
      iv. Motion passes 4-0-1.

III. Adjournment
     9:10pm