

Cabinet Meeting Notes

September 10, 2015 8:06PM

- Taylor (President)—Present
 - Block Party
 - Any Suggestions for the future?
 - More check-in locations—maybe one for students versus community members (but may separate students/community, worth experimenting)
 - Games/activities between neighbors and students to increase interaction—bingo, scavenger hunt
 - Speakers to improve sound location
 - Appointments- J-Board/ President's Council
 - Will be in an email sent out soon along with welcome back to campus
 - J-Board & President's Council applications open
 - State of the Zag
 - Will be introduced in the email w/appointments
 - Month email that will include important information for all students, possibly film segments
 - Health and Safety
 - Jesuit Alcohol Culture Survey: should receive answers soon from different Jesuit Universities
 - Blue Light- River Inn: will work with Security Director to make this work
 - Safety App
 - Ideas
 - Student Government Mentorship Program: GSBA work with school governments (give university perspectives to high school, etc. students)
 - May be worth addressing with CCASL and Payne Center for Leadership
 - Social Justice Response Team—representatives from prominent groups on campus to provide resources/discussion after major world events
 - CASLL/UMIN/UMEC
 - Dead Week—will take place through Senate Academic Committee
 - Week encouraging review/academic synthesis rather than tests
 - Adopt-A-Block Program
 - Clubs sponsor block in Logan Neighborhood to help clean it/work with neighbors
 - Builds relationship with community and club service opportunity
 - Option for clubs on top of other current service projects
 - Worth addressing with CCASL, Logan Neighborhood council
- Maggie (Vice President)—Present
 - Sexual assault program update, will be implemented
 - Guided reflection to help correct behaviors of perpetrators
 - Taking one step further to assist Title IX

- Spokane Transit Authority bus passes
 - Will be working to encourage passes
 - Passes can be picked up September 22nd-24th at the front area of Hemmingson, will then be available from Hemmingson front desk
 - Challenge: people often unsure how to use public transportation
 - Work to provide information to assist people as they work out the system
 - Tutorial (video, pamphlets, etc.), make sure people know how to utilize system
- Farmer's market
 - Talked with Sodexo head
 - New Marketplace at Hemmingson has fresh fruit
 - Top Chef (Hugh Atkinson) coming to Hemmingson
 - Shuttles to take people to local farms, provide fresh foods in farmer market style
 - Could be an event, even utilize STA buses
 - Make first one a big deal, then make it a regular occurrence
 - Potential large scale farmer's market on campus in future
 - Bring canned food into office for family in need
- Alex (Speaker of Senate)—Present
 - First senate meeting on September 14, 2015
 - If wanting to present, inform Speaker a week in advance
 - If observing, just show up and
 - NJSLC Meeting
 - Male involvement at Gonzaga (limited one in ELI and GSBA)
 - Project with senate, NJSLC and other university groups
- Bryan (Treasurer)—Present
 - Need all GSBA Members to send me all their transactions from this FY
 - Updating the Budget
 - Working on relationship with purchasing (purchasing versus accounts payable, etc.)
 - Communication with GSBA Members
 - 2 Week in advance Purchase Requests
 - Working on getting organized on the filing cabinets
 - Can provide filing folders in the meantime
- Harrison (Director of Finance)—Absent due to business requirements
 - Prepping for club summit
 - Plugging along with beginning of the year funding requests
- Josiah (GAB Coordinator)—Present
 - Past Events:
 - Arvin Mitchell—111 attendees, very successful for short notice event
 - Kevin Hart—very popular
 - Upcoming Events:

- December 1st:? 2nd City comedy group on campus
 - Splash n' Slide: Support is needed 3:45PM-8:00PM
 - GAB Events
 - Binder of events will be at SIL front desk as well as GSBA work stations
 - Will include sign ups as well as general information
- Amanda (Director of Clubs and Organizations)—Present
 - Club fair: TOMORROW!!
 - Shirts are in, pick yours up if you have not already got these
 - Sign up is on the board
 - Everything is going very well & I'm super pumped
 - 109 clubs, groups, and others registered at this point (more likely will show up)
 - Club summit: Saturday under SIL leadership
 - New Student Groups: approximately 9-10 groups interested in applying
 - Fund numbers to brother Steve
 - Clubs assigned a fund number, need to be located for new clubs
 - First club president's council meeting is on October 6 at noon
 - All 133 club presidents, October 6 at 12:00PM
 - SIL Intern Alyssa, Krista, & I are working on a club trick or treat type deal
 - Second club fair, more “fun”
 - Potentially October 21st on Wednesday before Coffeehouse
 - Clubs already established, now get second wave of members
 - Club bonding process
- Tatiana (Director of Diversity)—Present
 - IDI: Kem from Academic offices will be sending pin codes to everyone hopefully by this Friday.
 - One week to complete them (15 min assessment)
 - All branches of GSBA involved
 - Potential funding contributions, will work with appropriate authorities
 - Dr. Reyes happy to consult with individuals following exam
 - Potential meeting (on weekend) to discuss the results
 - Jamie Utt: working on getting funding from different departments (stay tuned)
 - 3/5 of funding done, continuing to work on process
 - Diversity Week, I-DOT, Int'n Ed. Week will be happening all together
 - Nov. 16th- 20th
 - Departments are doing joined events
 - 4 events underway, wanting to add an additional one
 - All fifteen cultural clubs will meet after club summit to work on cultural club council
 - Considerable interest, will send representatives to meet throughout year
- Brandon (Director of Communications)—Present
 - Rachel: paint room and wall
 - Needs access to paint room
 - Publicizing other clubs on social media pages, opinions

- Should we use GSBA accounts to publicize club events?
 - Do not want it to become spam, may be best to avoid (retweets, posting for clubs)
 - At same time, limited use may have value
 - Current plan
 - Go ahead and retweet
 - Evaluate over time and maybe set maximums/limits depending on interests and needs
 - Boosting posts
 - When should we boost posts (pay \$\$ to get it to top)?
 - Major events when selling (concerts, tickets, elections, student involvement needed)
 - Gonzaga snapchat, idea of making one for GSBA or just continuing use of Gonzaga snap chat
 - Gonzaga snapchat can be used for important events, but also used by entire university
 - Director of Communications will control process
 - Blog
 - Thayne start up
 - Discussion on fraternities with multiple perspectives, foster discussion
 - Finishing up pictures
 - Will be finishing with Chief of Staff and getting published
- Royal (Attorney General)—Present
 - J-Board has yet to meet
 - Constitutional questions are being resolved
 - Open senate position will be on upcoming ballot
 - Published constitution/bylaws are up-to-date
- SIL update (Colleen)
 - Freshman retreat
 - Spike Nights at Hemmingson including golf, movies, etc.
 - Financial literacy grants will be going live
 - Graduate Student Council elections will take place soon
 - Notable persons (actor and an author) may be present at campus
 - Actor (movie Wild)
 - Author Fritze October 7-9, may get for an hour
 - Presidential speaker tickets free for students (first 800)
 - Outdoor programs very successful
- Nathan (Chief of Staff)—Present
 - Business cards, thank you notes, and new name tags: ordered
 - Poster info: long line, limited room, those who hang the posters do not do it Monday and Tuesday
 - Plan ahead, more room available soon, but limited
 - Office hours

- Make sure we get these set by when the office closes on Monday
 - Please remember to sign in/sign out
- Responsibilities of everyone
 - Weekly emails (one for all GSBA or two; one for cabinet and one for all GSBA?)
 - Let us try to make them somewhat useful
 - Send me anything you want included by 11:00AM Tuesday
 - Content
 - Upcoming dates
 - Volunteer needs (will address later)
 - Updates on senate
 - Cabinet meeting notes
 - At latest, I want these by Wednesday 5:00PM each week
 - Volunteer logs: Attempt 1: online Excel log
 - Each office staff member will receive their own log
 - Update it as you complete events
 - I will confirm each month
 - Monthly list of steps
 - Remember to compile a list of jobs you complete each month
 - Idea is to help you make a transition binder and help your successor
 - Please send by email by end of office hours on September 30
 - Timesheets: please fill these out weekly on zagweb
- Calendar and other things
 - Will make a One drive calendar that will serve as office master calendar (includes GAB events as well as meetings, other events, things worth noting, etc.)
 - Everyone will be able to view and edit it
 - Once we get a place, we can post these
 - Note that we will also get office pictures located once we have a place to locate them