



## STUDENT BAR ASSOCIATION

2016-2017 Term

### Meeting Minutes:

Sunday, July 24, 2016

- I. Roll Call of Members Present:
  - a. **President:** Darlene Childers (present)
  - b. **Vice-President:** Malissa Patel (present)
  - c. **Secretary:** Katie Krouse (present)
  - d. **Treasurer:** Becky Clapes (present)
  - e. **3L At-Large Senator:** Shaun Moore (present)
  - f. **3L Full-Time Senator:** Alex Stone (present)
  - g. **3L Part-Time Senator:** Sheila Kazemian (absent)
  - h. **2L At-Large Senator:** Lauren Light (present)
  - i. **2L Full-Time Senator:** Holly Salimi (present)
  - j. **2L Part-Time Senator:** Holly van den Toorn (present)
- II. Guest Speakers:
  - a. NONE
- III. Swearing In of New Members:
  - a. Becky Clapes was sworn in.
- IV. Officers' Report:
  - a. President:
    - **ORIENTATION:**
      - Student Leader Lunch: August 10, 2016, 12:30 – 2:00 pm
        - a. Darlene will e-mail Sarah Lathrop to see if we can all be leaders at the lunch
      - SBA Welcome: August 10, 2016, 4:20pm – 4:30pm
        - a. Darlene is looking into whether the Board can all be introduced in her SBA Welcome Speech at orientation.
      - Orientation Marketplace: August 10, 2016, 4:30pm – 6:00 pm
        - a. Come if you can. Most of us were available.
        - b. Wear GSU Law gear if you have any so that we will be easy to spot
        - c. Be looking out for incoming 1Ls that would possibly be good candidates for SBA
    - **Dropbox**
      - Please make sure that big e-mails that you send out are saved to DropBox, so next year's board has something to work from.



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- SBA Office
  - We are getting a bookcase and a filing cabinet. Start looking for a bookcase or a filing cabinet that someone is getting rid of.
- b. Vice-President:
  - **VOTE: Student Event Calendar**
    - Vote passed on having the Back to School Party on Thursday, August 18
    - Vote passed on having a Mentor/Mentee Lunch in September (date TBA)
    - Vote passed on having the Halloween Party on Thursday, October 27
    - Vote passed on having the End of Semester Party on Thursday, December 15
    - Vote passed on having a Talent Show/Welcome Back Party in January (date TBA)
    - Vote passed on having Barristers' Ball on Saturday, April 8
    - Vote passed on having the End of the Year Bash on Thursday, May 11

2016-2017 SBA EVENTS CALENDAR		
EVENT	LOCATION	DATE
Orientation <ul style="list-style-type: none"> <li>• Marketplace – SBA Tabling</li> </ul>	Conference Center	August 8-12 <ul style="list-style-type: none"> <li>• August 10, 4:30pm – 6:30pm</li> </ul>
Back to School Party		Thursday, August 18
Mentor/Mentee Lunch		September
Halloween Party		Thursday, October 27
End of Semester Party		Thursday, December 15
Talent Show / Welcome Back Party		January
PILA Auction		February
Barristers' Ball		April 8
End of Year Bash		Thursday, May 11



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- Malissa will work with Eli (and possibly CSO) on planning a joint networking event
- Merchandise Orders / Schedules
  - Designs ordered for Orientation – show pictures
  - VOTE: Orientation Expenditure Amount
  - Pre-Order Tabling in September & Proposed Designs/Products
- c. Secretary:
  - **VOTE: Vote passed on accepting the proposed changes to the SBA Constitution and Policies and Procedures Amendments**
    - Katie will make sure that the Constitution says that those serving on the Budget & Finance Committee will not serve on the board of any student organization that receives funds from SBA
  - **VOTE: Meeting Schedule**
    - **Vote passed to have SBA meetings on Wednesday; August 24, Wednesday, September 7; and Wednesday, September 21 from 12pm-1pm**
    - We will vote on October and November meeting schedules at our September meetings
    - Part timers are typically excused from meetings if they are unable to attend
    - If you need an issue added to the agenda e-mail it to Katie at least 24-hours prior to the meeting
    - Katie will email out the meeting agenda the day before scheduled meeting
  - Office Hours
    - Ideas for office hours: having one day of office hours a week; having office hours scattered throughout the week when each board member has time; taking office hours out of the SBA Constitution
  - Use of SBA calendar
    - All events/meetings will be placed on the calendar.
    - Access has been given – should link up with g-mail calendar
  - Mentor/Mentee Program
    - Please sign up to be a mentor
    - An e-mail is going over InsideLaw and a blurb will be posted in class Facebook pages
  - SBA Website



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- Please submit a photo if you have not done so yet. Use your LinkedIn photo or Katie can take a photo of you if needed!
  - We are making individual g-mail addresses for each class and executive officers. Katie will send out the new accounts soon.
  - Will have online merchandise store:
    - a. There will be an online store with limited merchandise. The store will include options for alumni.
    - b. We will add a shipping and handling fee for anyone ordering it to another place.
  - Business Cards
    - Katie will come up with possible vendors for business cards. We will vote on these at our next meeting. Please send any vendors you know of to Katie.
    - Business card orders will be placed online on a Google Form. People who place business card orders will pay either by Venmo or PayPal. There will be a schedule of when business card orders will be placed – we will not be placing single orders as we get them.
  - GroupMe will only be used for pressing matters
    - Katie will make one and send everyone an invite
    - If you have a question for one other officer of SBA, please text, call, or e-mail them directly
- d. Treasurer:
- SBA Financial State of Affairs
    - Start thinking of fundraising ideas for Becky!
  - Student Organization Budget Meetings
    - July 30, 2016 – 9am – 12 noon
    - Need event budget projections for all student events before we give all our money away
  - **Voted passed to spend \$500 on merchandise.**

V. Committee Reports:

- a. President: Still need to fill a few slots – see chart
- b. **VOTE: Vote passed to dissolve special Constitution Amendment committee**

<b>COMMITTEES</b>	<b>2015-16 CHAIRS</b>	<b>2016-17 CHAIRS</b>
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<b>Academic Affairs</b>	Brian	1. <u>Chair</u> : Shaun Moore 2.
<b>Budget &amp; Finance</b>	Benjamin	1. <u>Chair</u> : Becky Clapes 2. Darlene Childers 3. Sheila Kazemian 4. <b>No one volunteered</b>
<b>Constitution/Board Procedures</b> – will look at the constitution & propose amendments	Becky	1. <u>Chair</u> : Katie Krouse 2.
<b>Elections</b>	Alex Stone/Brian	1. <u>Chair</u> : Holly Salimi 2. Julie Lavallee
<b>Fundraising/Merchandise</b>	Sheila	1. <u>Chair</u> : Malissa 2. 1L representative (when they get here)
<b>Student Affairs</b> – orientation falls under this	Chloe	1. <u>Chair</u> : Malissa 2. Lauren Light 3. Alex Stone
<b>Law Week</b>	Darlene	1. <u>Chair</u> : Darlene 2. Holly Van Den Toorn 3. 1L representative
<b>Special Committees:</b>		
<b>Fingerprinting for 3L's</b>	Brian	Shaun Moore
<b>SBA Website</b>		Katie Krouse
<b>Intramurals/UVA Point Person</b>		

- c. Elections Committee – work on 1L elections
  - a. Constitutional changes need to be ratified
  - b. Holly will talk to Sue about putting that on the Ballot with the 1L elections on TWEN
- d. Graduation Committee –
  - a. Fingerprinting coordination and advertise
  - b. Disseminating December graduation information
  - c. Disseminating May 2017 information – apply for graduation NOW
  - d. Shaun will report back at our first meeting with updates
- e. Law Week – Darlene and Holly V. will start looking at community service projects for Law Week.



## **STUDENT BAR ASSOCIATION**

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- VI. Action Items for Next Meeting:
- a. Office Hour Schedule
  - b. 1L Elections Schedule
  - c. Have fingerprinting for December graduates scheduled
  - d. Business card vendors