**Meeting Minutes**

Wednesday, April 19, 2017

5-7pm Room 144

1. *Roll Call of Members Present*:
	1. **President**: Misty Gann
		* Present
	2. **Vice-President:** Brandon Kopp
		* Present
	3. **Secretary**: Taylor Armstrong
		* Present
	4. **Treasurer:** Jaryd Tamares
		* Present
	5. **3L At-Large Senator:** Jojo Hill
		* Present
	6. **3L Full-Time Senator:** Andy Navratil
		* Present
	7. **3L Part-Time Senator:** Juan Estrada
		* Not Present
	8. **2L At-Large Senator:** Zain Haq
		* Present
	9. **2L Full-Time Senator:** Taylor Williams
		* Present
	10. **2L Part-Time Senator:** Kimberly Carabotta
		* Present
2. *Additional Attendees*:
	1. Leanne Livingston
	2. Sharnell Simon
	3. Alex Stone
	4. Ashley Osanyinbi
	5. Shaun Moore
	6. Sydney Hill
	7. Najah Middleton
3. *Agenda Items:*
	1. Meetings and Communication (Misty)
		* Meeting Times for Summer, Fall, and Spring
			1. Summer
				1. Goal is to meet every two weeks however missing a meeting will not be counted as an absence
				2. Taylor A – Set up a doodle poll
			2. Fall/Spring
				1. Meetings will be on Wednesdays every other week
				2. First meeting of the month at 12pm
				3. Second meeting of the month at 5pm
				4. Taylor A – Put together schedule of all Fall/Spring meetings for 2017-2018
				5. Vote passed on meeting times
		* Board Internal Communication (Andy)
			1. Use GroupMe to communicate
			2. Vote passed to use GroupMe
	2. Committees (Misty)
		* New Special Committees
			1. Networking Special Committee:
				1. Create a committee to focus specifically on networking events for both full and part time students.
				2. Leanne Livingston spoke on ideas for the committee

Have one networking event during a school break

Combine networking events for both full and part time students

Focus on diversifying network events to include different fields of law.

Committee could work directly with Career services to further goals

Find sponsors to support the committee

* + - * 1. Vote passed to form Networking committee
				2. Vote passed to appoint Leanne Livingston and Dowdy White as Co-Chairs
			1. Barristers Ball Committee:
				1. Form new committee to assist with planning barristers ball and involve the student body
				2. Vote passed to form Barristers Ball committee
			2. Part time committee:
				1. Three-part time senators work together to determine the needs of the part timers
				2. Have a newsletter specific for the part time students
				3. Vote passed to form Part Time committee
		- Chair Appointments:
			1. Put off until the next meeting
			2. Vote passed to postpone appointments
	1. Events
		+ Lunch for Dean Hensel (Misty)
			1. The previous board is doing the lunch for Dean Kaminshine
			2. We want to have a lunch for Dean Hensel in the Fall once the new 1Ls are here
			3. Vote passed to have a lunch for Dean Hensel in the fall.
		+ End of the Year Party (Brandon)
			1. The End of Year Party will be on May 11th at Ri Ra
			2. The previous board had this on their agenda and was already included as part of the budget for this year.
			3. We want to ensure that everyone who attends gets a free drink. Possible options:
				1. Tickets
				2. Wristbands
				3. Closing the bar until later for those who arrive late
				4. We will have the space to ourselves and the venue is flexible for how we choose to manage this.
			4. Vote passed to have the End of Year party at Ri Ra
		+ Barristers Budget (Misty)
			1. Still waiting for the April statement to determine the full budget.
			2. Alex Stone:
				1. There was no rental fee for the venue
				2. The budget was around 19K but 10K was covered by ticket Sales
		+ Barristers Date (Brandon)
			1. Barristers 2018 will be either April 7th or 14th
			2. Considerations:
				1. Easter and Passover
				2. 1L brief which is due on the 26th
				3. Coordination with law week
	2. New student organizations (Misty)
		+ Need to confirm the emails for each student organization’s board members
	3. Orientation (Misty)
		+ Put Orientation on the Calendar
			1. August 9th – Marketplace
			2. August 10th – Books for Africa - Dean Timmons wants as many SBA members to come
	4. 1L Shirt Order (Misty)
		+ 1L Reps
			1. Taylor Williams:
				1. Received several entries from full time students
				2. Will send Misty two designs and then put the approved designs to a vote.
			2. Kim:
				1. Part timers have already decided on a t-shirt design
				2. Both full timers and part timers have expressed interest in the shirt
				3. Need to have the shirts by May 4th which is their last day in class
			3. Last year there was a combined order for both part and full time shirts
			4. Anything that uses the GSU branding must be approved with the communications department.
			5. We will do the shirts on a preorder basis.
			6. Goal is to set up an online shop however, until then we will use Square, Venmo, and Paypal.
				1. Preference is to use Paypal then Venmo then Square due to the fees associated with each.
			7. Vote passed for 1L t-shirt order
	5. OrgSync Renewal Request Complete (Taylor)
		+ Process was completed yesterday 4/18/17
		+ Document documenting process was added to the Dropbox for future boards
	6. SBA Website Access (Taylor)
		+ Scheduled meeting with Jaya Franklin next Thursday (4/27/17) for training
		+ Will also address student organization websites
	7. Restrooms
		+ Concerns:
			1. Third and six floors women’s restroom are out of soap
			2. Maintenance cleaning the restrooms while the Part timers are on their break
		+ Don’t want to annoy maintenance – Misty will send an email
1. *Open Discussion:*
	1. Zain – Student received different t-shirt than what was ordered/advertised
		* Vote passed to refund t-shirt
	2. Food at SBA Meetings
		* The previous board paid for food for all their meetings
		* If we don’t use the money for food we will not lose the funding, it will get passed to student organizations.
		* We have a responsibility to be frugal with money and the budget was cut this year
		* Vote passed for no food to be provided at general SBA meetings
	3. ABA Representatives
		* Appointments can be made after tomorrow
		* We will not be meeting again to appoint the representatives before the ABA vote.
	4. Jaryd:
		* Jaryd personally addressed concerns
		* The board has taken the concerns to the deans and professors
		* Fellow students were given the opportunity to voice their concerns with the Board.
2. *Action Items for Next Meeting:*
	1. Brandon: Plan for the end of year party
	2. Jaryd: Total Barristers budget
	3. Taylor Williams: Send two t-shirt designs to Misty by 4/20/17
	4. Misty: Turnaround time for printer; Final number for t-shirts; Contact maintenance regarding restrooms
	5. Taylor Armstrong: Doodle Poll for Summer Meetings; Schedule of all meetings for 2017-2018 year; Set up Group-Me; Information on the student organization websites