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:**
        a. Student Leader Lunch: August 10, 2016, 12:30 – 2:00 pm
        b. Darlene will e-mail Sarah Lathrop to see if we can all be leaders at the lunch
        c. SBA Welcome: August 10, 2016, 4:20pm – 4:30pm
        d. Darlene is looking into whether the Board can all be introduced in her SBA Welcome Speech at orientation.
        e. Orientation Marketplace: August 10, 2016, 4:30pm – 6:00 pm
        f. Come if you can. Most of us were available.
        g. Wear GSU Law gear if you have any so that we will be easy to spot
        h. Be looking out for incoming 1Ls that would possibly be good candidates for SBA
      - **Dropbox**
        a. 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                | Conference Center | August 8-12     |
|   • Marketplace – SBA Tabling |                 | • August 10, 4:30pm – 6:30pm |
| 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

• 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

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

**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.
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