General Board Meeting
October 15, 2013
12:00-1:00 pm
Sacramento Hall 275

MINUTES

Attendees: Shannon Ainger, JoAnn Campbell, Cathy Davis, Carolann Forseth, Rachel Garcia, Michael Hendren, Nicole Johnson, Mimi Phothichack, Carol Rumley, Michelle Williams, Janie Xiong, Veronica Hodge, Michelle Bianco

1. Approval of August Minutes – Michelle Williams
   a. Motion to approve the minutes as corrected, motion approved

2. Awards Luncheon Feedback – Michelle Bianco/Mimi Phothichack
   a. We got very positive feedback on the new layout and format of the Awards Luncheon.
   b. The only negative remarks we got were that the utensils ran out and some people had to wait for catering to bring more out, the dessert was taken away too early, and some people were asked to leave before 1:30pm by the catering staff.
      i. We will need to make sure USA reps stay until 1:30pm so that doesn’t happen again.
   c. Mimi will start looking into dates for next year’s luncheon and try to get it scheduled for early to mid-November.
   d. Mimi is coordinating with Public Affairs to get the pictures of the 30+ year recipients.
   e. There are still several awards that need to be picked up. Mimi will compile a list and send it to Veronica who will find out what needs to be done to get them out.

3. Budget Update – Michelle Bianco
   a. The Award Luncheon ticket sales money has not been deposited yet.

4. Halloween Committee – Shannon Ainger
   a. The bulletin announcement went out yesterday and there have already been 5 submissions.
   b. If USA is contacted by the media about the Halloween contest this year they will be referred to Veronica.

5. Elections Committee – Michelle Bianco
   a. Rachel Frame volunteered to serve on the Election Committee so we need one more person to sign up
      i. Janie Xiong volunteered.
   b. LindaKay is working on getting the binder cleaned up and will give it to the committee soon.
   c. Shannon will contact the new IRT rep, Vivian Fang, about setting up the online nominations and ballots.

6. Fundraiser/Donations Committee – Angel Thayer
   a. The Fundraising Committee will meet next Friday 10/25 to discuss candy bar sales as well as holiday candy pre-orders.

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b. The Entertainment Books haven’t been selling well so we will not be continuing that program.

7. Other Items
   a. The first quarterly HR spotlight will feature reaching out across campus to keep people up to date on current forms and procedures.
      i. USA reps are encouraged to let their colleagues know to check out the updated tips and guidelines listed on the HR website.
   b. Winter orientation signs ups are now open and the Orientation Office anticipates about 2,000 students.
      i. Winter orientation will begin mid-November.
   c. Food Day activities will be happening across campus on October 22 & 24th. There will be movie screenings, presentations, WELL activities, and food giveaways. Check the campus calendar for a list of events.
   d. The side entrances to Sac Hall are going to be converted to FOB key access only soon. There will be a security guard at the front entrance that visitors must check in with to enter the building.