SLSSA Board Meeting Minutes
4/12/2013

1 ATTENDANCE

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Present</th>
<th>Absent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michael</td>
<td>Co-President</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Gordon</td>
<td>Co-President</td>
<td>X</td>
<td></td>
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<tr>
<td>Sunhee</td>
<td>Academic VP</td>
<td>X</td>
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<tr>
<td>Kasey</td>
<td>Academic VP</td>
<td>X</td>
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<tr>
<td>Gerriet</td>
<td>DPPC</td>
<td>X</td>
<td></td>
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<tr>
<td>Michelle</td>
<td>DPPC</td>
<td>X</td>
<td></td>
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<tr>
<td>Mónica</td>
<td>DPPC</td>
<td>X</td>
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</tr>
<tr>
<td>Juan</td>
<td>Social VP</td>
<td>X</td>
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<tr>
<td>Lisa</td>
<td>Social VP</td>
<td>X</td>
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<tr>
<td>Tammy</td>
<td>Social VP</td>
<td>X</td>
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<tr>
<td>Aurora</td>
<td>Treasurer</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Sujeong</td>
<td>Treasurer</td>
<td>X</td>
<td></td>
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<tr>
<td>Yuzuko</td>
<td>Secretary</td>
<td>X</td>
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<tr>
<td>Hami</td>
<td>Secretary</td>
<td>X</td>
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<tr>
<td>Marissa</td>
<td>Fundraising VP</td>
<td>X</td>
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</tr>
<tr>
<td>Daniel</td>
<td>Fundraising VP</td>
<td>X</td>
<td></td>
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<tr>
<td>Megumi</td>
<td>Computer VP</td>
<td>X</td>
<td></td>
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</tbody>
</table>

2 MEETING LOCATION
HELP Portables
Conference Room: MC 16-1

3 MEETING START
Meeting Schedule Start: <10:00AM>
Meeting Actual Start: <10:03AM>

4 AGENDA

- *<Greeting and Opening Remarks from the Chair>*
  - Introduction to New Board Members
    - Fundraising Vice Presidents: Danika Harada
    - DPPC Representatives: Michael Bischoff
    - Computer Vice President: Wonguk Cho
    - Academic Vice Presidents: Grace Cassagnol, Priscila Leal, and Jay Tanaka
    - Social Vice President: Jennifer Shannahan
    - Treasurer Vice Presidents: Julia Kim and Melissa Kim
    - Secretary Vice Presidents: Jennifer Holdway and Jill Nishida
    - Co-Presidents: Kasey Larson and Gordon West
    - Absent:
      - Tammy (Fundraising), Michelle (DPPC), Justin (DPPC),
New Board Members will be invited to the Dropbox File to share files. New Board Members should look over the Constitution and meet up with current Board Members.
  • Michael will send an invitation to new Board Members.

- <Minutes Approval>
  o <Minutes approved>
    • March Minutes APPROVED. Motioned by Kasey, Seconded by Mike.

- <Committee Reports>
  o <DPPC report>
    • The next meeting will be April 16th, 2013 (Tuesday)
    • New IRB Requirements
      • Even if the project is “exempt”, the student AND advisor have to get IRB Training – we are double checking this to make sure it is the case since there was some doubt among board members.
      • The current DPPCs should do more research about this, and layout some options for the Board to talk about
        o How are the other Departments handling this?
        o What are the options we have?
      • An email was sent during the meeting to DPPC members regarding this issue by Mike and Gordon since none could be in attendance. The email informed them of the issue, and asked them to find out more about it.
    • Kasey suggests that SLSSA announce about the role of DPPC to the SLS student body to raise awareness.
      • We need more communication between DPPC and student body
      • Many students are unaware of the DPPC and their role. We need to take more advantage of the “voice” we have in the department.
  o <Treasurer VP report>
    • Current balance: $3,976.01
      • Pending transaction: $713.25 for Carr-Holmes Donation
      • We still need to get reimbursed from SAPFB for the Spring Welcome and Graduation Cooler. We still have not received it for Fall 2012 Welcome and Graduation Coolers either, but have received it for the Retreat.
    • Estimated starting budget of Fall 2013: $4,167.96. $1,000 more than last year.
    • Graduation Cooler: Aurora has the debit card. Social VPs should contact Aurora, so that she can do the purchase.
      • Graduation Cooler budget should be around $500.
  o <Fundraising VP report>
    • T-Shirt Competition
      • Marissa has placed the order of the T-Shirt
      • Ordered: 80 shirts + 20% of each size
        o $8.50/ shirt = total $773.50 (without tax)
        o SLSSA members pay $10, non-SLSSA members $15
• We should have the shirts before the semester ends
• Matthew will be leaving the island before the T-Shirt is ready. He would like to have it sent to Japan. The money to mail it to Japan will be from SLSSA Funds. This is an exception because he won the contest.
  o To be approved by the Board Members in May.

  ▪ Spam-Musubi Fundraising (at the LLL Conference)
  ▪ SLSSA will be selling spam musubi at the LLL Conference
  ▪ Spanish and Linguistics will be selling at the day of the conference as well
  ▪ We plan to make approximately 100 musubi
    o What should we do for vegetarians/vegan?
      ▪ Rice balls? Tofu musubi? Egg musubi?
    o Kasey suggests that the rice and spam be made the day before, and build the spam musubi the morning of the conference (as a team building activity for the SLSSA Board)
      o Place: HELP Student Lounge
      o Time: April 20th (Saturday) 7:30AM
      o What we need:
        ▪ 5 musubi makers available at the moment (Marissa, Kasey, Jill, Jay)
        ▪ Saran wrap to wrap the musubi
        ▪ Spam
        ▪ Rice
        ▪ Sauce
        ▪ Food for vegetarians
      o Will Aurora and Marissa be able to coordinate to go to Costco? (Jill might have nori that we can use)
  ▪ Sell $2.00 for spam musubi (qty: 100), $1.00 for drinks (qty: 100)
    o At the conference we will need:
      ▪ Ice (to cool the drinks)
      ▪ Cooler boxes
      ▪ Change (money)
    o We should check the storage to see if there are any drinks left
    o Check with the Treasurers about the budget
      ▪ We will need Aurora’s approval for the purchase of ingredients
  ▪ Kasey motions to budget up to $150 for the budget. Priscilla seconds.
    o <Academic VP report>
      ▪ Student Handbook
        • Completed!
        • It has been sent to Dr. Kasper. She will be sending it to the new incoming students.
        • How can we continue this?
          o Who will be in charge?
Aurora suggests that one of the VPs (probably Academic) take the lead, and the all of the Board Members will contribute.

- Every year, Academic VPs do two workshops
  - The second one this year will be an Academic Panel at the LLL Conference
    - Lucia Aranda (Spanish), John Davis (SLS), Christine Malsbary (Education) and Min Liu (Ed Psy) have responded so far
    - Academic VPs will send out an email April 15th about the Academic Panel
  - Next Academic VPs will have to start thinking about the Academic Panel at the Retreat in Fall 2013.

- <Social VP report>
  - April Cooler: April 12th Moore Hall Courtyard
    - Starts from 4:00PM
  - Graduation Cooler: May 3rd
    - Place: Dr. Crookes' house
    - Dr. Crookes would like to have everyone leave by 10:00PM.
    - Food: Yama's Fishmarket
      - Juan will make GoogleDoc/Facebook for RSVP
  - Will the “icebreaker” activities continue?
    - Kasey made an activity for the last Cooler but was not used
    - Are we going to continue this? Who is going to be in charge/take the lead?
  - Gordon has contacted Dr. Crookes about recognizing the new/old board members at the Cooler.
  - Looking for more Social VPs
    - Jennifer will start looking for new Social VPs
      - One Social VP who is already in the program, and another VP from the new incoming students

- <New Business>
  - Fall Retreat to be discussed at the May board meeting

5 MEETING END
<11:10AM>

6 NEXT MEETING
TBD