SLSSA Board Meeting Minutes
10/7/2012

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>
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<tr>
<td>Brandon</td>
<td>Co-President</td>
<td>X</td>
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<tr>
<td>Monica</td>
<td>Academic VP</td>
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<tr>
<td>Sunhee</td>
<td>Academic VP</td>
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<tr>
<td>Gordon</td>
<td>Academic VP</td>
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<tr>
<td>Gerriet</td>
<td>DPPC</td>
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<td>Michelle</td>
<td>DPPC</td>
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<td>X</td>
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<td>Mónica</td>
<td>DPPC</td>
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<tr>
<td>Juan</td>
<td>Social VP</td>
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<tr>
<td>Lisa</td>
<td>Social VP</td>
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<td>X</td>
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<tr>
<td>Tammy</td>
<td>Social VP</td>
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<tr>
<td>Aurora</td>
<td>Treasurer</td>
<td>X</td>
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<tr>
<td>Sujeong</td>
<td>Treasurer</td>
<td>X</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>
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<tr>
<td>Daniel</td>
<td>Fundraising VP</td>
<td>X</td>
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<tr>
<td>Megumi</td>
<td>Computer VP</td>
<td>X</td>
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<tr>
<td>Daniel</td>
<td>ABC President</td>
<td>X</td>
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</table>

2 MEETING LOCATION

Building: HELP Portable
Conference Room: MC 16-1

3 MEETING START

Meeting Schedule Start: <3:00 pm>
Meeting Actual Start: <3:01pm>

4 AGENDA

- <Greeting and Opening Remarks from the Chair>
  - <Minutes Approval>
    - Motioned to approve the Minutes from September by Sunhee. Seconded by Aurora. Minutes approved.
  - <Post Retreat Review>
    - This year's Retreat was a success. However, the duties at the Retreat were not equally shared: Some Board members had more responsibility
than others. Proposed by Brandon that there be a clear description of each Board Member’s duty at the Retreat

• Every board member should write out about what they did at the Retreat. Send Brandon an email about the responsibilities each Committee had at the Retreat ASAP
  o Compile a SLSSA Board member handbook?

  • Treasurer Report
    • Major incomes: $2,296
      o $915 = Retreat
      o $1,370 = Membership
      o $11 = September Cooler beer & entrance fees
    • $2842.50 was raised at the Auction
    • SAPFB Funding ($1,090) has not been added yet
    • $1581.31 = Retreat expenses
    • We lost $700 from the Retreat (without SAPFB). If we get the SAPFB funding, our balance is safe

  • What to do with the money raised from the Auction?
    • There are multiple funds offered in the program. Should we not be able to choose which funds we would like to give the Auction money to?
      o Oihana Maikai Fund (research/pedagogical)
      o Ruth Crymes Fund (conferences)
      o Holmes Carr Fund (paying participants in research)
    • Michelle, Brandon, and Mike will talk to Dr. Crookes about this.
      o Check which funds get the most donations etc
    • Aurora also talked to Dr. Crookes ➔ he mentioned that SLSSA should be able to choose how to allocate the Auction money.

  • Brief overview of Post-Retreat Survey result
    • Those who did not join the earlier events: most of the people did not have time, too busy
    • Lunch was expensive (few options), Dinner food was not good quality,
    • Academic Panel was biased towards new students. Not interesting for returning students. Have a separate panel for continuing students etc
    • The information distributed was good, but too many emails were sent out.
      o Centralize the information next year. Twitter, blog, website?
    • Michael will compile the information from the survey and send out an email with the summary

  • Brandon will compile the information gathered from the board members and send out an email with the summary

  • <Committee Reports>
<Treasurer report>
- Current balance: $4512.94
  - Retreat expenses etc will be subtracted later
  - $400 may be taken out for the copier
  - The balance will be close to where we started off with at the beginning of the school year.
- Treasurers propose that there should be at least two fund-raising events to raise $500 throughout the whole academic year.
- RIO Funding for Spring Semester will also affect the balance

<DPPC report>
- Gerriet’s survey
  - Gerriet is doing a work-in-progress survey. The purpose of this survey is to see what classes the students are interested in taking
  - Gerriett is working with Dr. Crookes.
  - A list of what the SLS Department can offer will be nice to see
    - Description should be provided with each class
- The faculty meeting was canceled this month
  - Dr. Grüter is now the SLS representative for “Linguistics Beyond the Classroom” program
    - SLS is getting more involved to help students for research projects. Dr. Grüter will be helping students to get participants by allowing classes to offer extra credit to students for participating in research projects.
    - Further information: http://www.ling.hawaii.edu/LBC/
- Thesis vs SP
  - DPPCs will bring this up in the next meeting.
  - More information from the Professors about the differences.
    - The information on the website is not enough to see/understand what the benefits are

<Academic VP report>
- Thank you cards have been sent out to the Academic Panels
- Emails for the PEEPS has been sent out
  - Word of mouth: Buy one get one free with your Peep!
  - To be discussed at the next meeting
- Academic VPs are taking on the brownbag
  - Brownbag on Oct. 25th: Brownbag for BAs. 6 people in the panel. JET, PEACE CORE etc. Sunhee is compiling a picture slide show for the brown bag.
    - Please send her pictures if you have any from teaching abroad.
- Academic workshop
  - Workshop on Writing Center ➔ Workshop for Fall semester
    - Possible panel members: Prem, Kitaek, Amanda, Gerriet
  - Katrina volunteered to do a workshop for PRAAT
<Social VP report>

- Coolers
  - When should we have the Coolers?
    - Early dates: Oct. 11th, Nov. 8th, Dec. 6th (Graduation Cooler)
    - Later dates: Oct. 18th, Nov. 15th, Dec. 15th (Graduation Cooler)
    - Social VPs choices: Oct. 25th, Nov. 29th, Dec. 13th (Graduation Cooler)
    - Board member option: Oct. 25th, Nov. 15th, Dec. 6/7th (Graduation Cooler) ➔ Brandon will email the Social VPs

<Computer VP Report>

- Megumi is working with Kelly (PhD) and Dr. Crookes to link the SLS and SLSSA website together. The SLSSA webpage has now linked to SLS webpage, thanks to Kelly and Dr. Crookes
- The Retreat page has been updated. The photo gallery is also available for review
- Dr. Crookes suggested that there be more housing information in the website. Megumi has uploaded some of this information.
- Library resource information has been uploaded. There are useful links to the Sinclair library, so that students can reserve study rooms.

<Fundraiser VP Report>

- T-Shirt Design Contest
  - No one has entered the design contest yet
  - Brandon and Mike will talk to RIO about putting the flyers around campus
  - Using last year's design should be an option. The color of font/design and T-shirt can be different.
  - Please distribute the flyers around campus
- Bake sale on Oct 31st (Halloween Bake Sale)
  - Any conflicts with other organizations?
    - Marissa checked with the Spanish Club ➔ they do not have anything scheduled so far.
    - Fundraisers have not been able to contact the French club
  - Fundraisers propose that one member should donate one item for the bake sale
    - Ask students in SLS for baked goods too
    - Marissa will email everyone through list-serv
  - Bake sale fundraising goal: $100
- Fundraising goal for the Academic Year: $500 has been proposed from the Treasurers

<Old Business>
<SLSSA Minutes>

Meeting Date: 10/7/2012

Approval Date: 11/02/2012

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o <SLSSA 2012-2013 Project: SLSSA Student Handbook>
  ▪ Last year was making the Constitution, what about this year?
    • SLSSA Student Handbook
      o Sunhee motions to make this as our academic year project. Marissa seconds. **Approved.**

  ▪ Ideas for SLSSA Student Handbook
    • List of important dates (Health clearance, student housing etc)
    • Academic calendar
    • Orientation and Retreat information
    • Hospital (Health Services)
    • Transportation/driving
    • Banking (lists of banks and recommendations)
    • Life in Hawaii
    • List of new students
    • Funding resources
    • PEEPS/SLSSA membership
    • Places to study/eat/use computer/print on campus
    • Library account activation
    • ID validation
    • Volunteering opportunities
    • SP and Thesis options

  ▪ Michelle wanted clarification of how the Student Handbook would be different from what is already provided on the University’s website.
    • New incoming students can see it in hardcopy.
    • SLSSA should send out the handbook as a part of recruitment
      o If the handbook is going to be sent, how should we send it?
        ▪ PDF format? Email? We should follow up with a “physical letter”, so that they actually check their email/application
      • Compile information that is SLS specific?

  ▪ Committee members
    • All board members should be part of the committee but there should be leaders
      o Aurora motions to have Sunhee and Gordon as leaders. Marissa seconds. **Approved.**

  ▪ Make a timeline, so that we can finish it by Spring semester
    • Sunhee and Gordon will send an email with a brief outline

  ▪ Make a Google doc to share ideas

  ▪ What can we work on now?
    • Table of Contents
    • Cover page: Retreat picture. It should be updated every year.
    • Letter from Presidents
<SLSSA Board Members Handbook>

- More detailed information should be compiled based on the Constitution
- New board members should be able to get access to information more easily and should be provided with clear descriptions about their responsibilities
  - Aurora suggests that we have “training” for new board members
- Each committee should write a detailed description about their duties etc
  - Co-Presidents will look over the information
- **To be discussed at the next Board meeting**

<Storage Room>

- Too much space is being taken up in the Storage room. The storage room is currently shared among SLSSA, ABC, and ELI
- Representatives from ABC, SLSSA, and ELI (Priscilla) should meet to discuss about how to use the space
  - Brandon will email Priscilla
- Juan and Lisa has volunteered to start organizing the storage room
  - Aurora and Marissa will be helping too
  - Everyone should volunteer to clean the room
  - Make an inventory or items, so that we already know what is in there
- The donated books are taking a lot of space. We have not been able to sell them at bake sales etc.
  - Marissa motions for the books to be recycled. Aurora seconds. **Approved.**
  - Marissa, Aurora, and Michelle will coordinate to clean up the books in Moore hall.
  - An email should be sent out via SLS and Linguistics list-serv that we are going to give books away for free ➔ Brandon will talk to Juan about this

<Reading Room>

- The copier has been taken care of!
- We are waiting for the final bill from the company.

<RIO and SAPFB Update>

- **SAPFB**
  - Due on October 8th. Brandon, Mike, Aurora, and Sujeong are working on getting the funding.
- **RIO**
  - Brandon and Mike went to the meeting for RIO
  - Many benefits: for example book rooms for meetings
    - Benefits can be used, especially for fund-raising VPs
  - Mike will email the board members about the benefits
  - We need a list of contact list for people liable for responsibilities

<Student Endorsements for SLS Departments on Webpage>

- Dr. Crookes would like to continue this for perspective students
§ Should we recruit people to have their picture on the website with comments?

• Is this SLSSA’s responsibility?
• Dr. Crookes would like SLSSA to discuss about it
• Brandon will talk to Dr. Crookes about it: not SLSSA’s responsibility to compile the information
• Kelly (PhD) is in charge of the SLS’ webpage. Should she be in charge of it?

o <list-serv>

• Brandon will ask Dr. Crookes about the list-serv for MAs and PhDs. Are there two different list-servs

o <Relationship between ABC and SLSSA>

• ABC just lost 3 Board Members
• To be discussed at the next meeting

o <New Co-President for Spring 2013>

• Brandon (Co-President) will be graduating in December.
• SLSSA needs two Co-Presidents every semester.
• We should have another Co-President next semester to “train” him/her for the following Academic Year. 1st year MA or other candidates who may be here for a while.

5 MEETING END

<4:38 pm>

6 NEXT MEETING

November 2nd, 2012