SLSSA Board Meeting Minutes
Date: February 13, 2012

1 ATTENDANCE

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Present</th>
<th>Absent</th>
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</thead>
<tbody>
<tr>
<td>Greg</td>
<td>Co-President</td>
<td>X</td>
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<tr>
<td>Amanda</td>
<td>Co-President</td>
<td>X</td>
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<tr>
<td>Daisuke</td>
<td>Academic VP</td>
<td>X</td>
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<tr>
<td>Michelle</td>
<td>Academic VP</td>
<td>X</td>
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<tr>
<td>Phuong</td>
<td>Academic VP</td>
<td>X</td>
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<tr>
<td>Rue</td>
<td>DPPC</td>
<td></td>
<td>X</td>
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<tr>
<td>Sena</td>
<td>DPPC/Treasurer VP</td>
<td>X</td>
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<tr>
<td>Mónica</td>
<td>DPPC</td>
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<td>X</td>
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<tr>
<td>Brandon</td>
<td>Social VP</td>
<td>X</td>
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<td>Marissa</td>
<td>Social VP</td>
<td>X</td>
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<tr>
<td>Michael</td>
<td>Social VP</td>
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<td>X</td>
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<tr>
<td>Sangki</td>
<td>FLERR</td>
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<td>X</td>
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<tr>
<td>Yuta</td>
<td>FLERR</td>
<td></td>
<td>X</td>
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<tr>
<td>Aurora</td>
<td>Secretary</td>
<td>X</td>
<td></td>
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<tr>
<td>Hami</td>
<td>Secretary</td>
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<td>X</td>
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<tr>
<td>Cheryl</td>
<td>Treasurer/Computer VP</td>
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<td>X</td>
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<tr>
<td>Megumi</td>
<td>Computer VP</td>
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<td>X</td>
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</tbody>
</table>

2 MEETING LOCATION
Building: Moore Hall
Conference Room: Moore Hall 551

3 MEETING START
Meeting Schedule Start: <4:30>
Meeting Actual Start: <4:31>

4 AGENDA

- <Greeting and Opening Remarks from the Chair>
- <Minutes Approval>
  - < January minutes approved>
- <Committee Reports>
  - <Presidents>
    - SAPFB:
• Two separate applications to fund Welcome/Graduation coolers and Retreat turned in.
• Hearing to take place on Monday, 2/20, 11:40am and 11:50am
  ○ Takes place at Campus Center. Amanda will present a Powerpoint and Brandon/Greg will accompany her.

  o <FLERR report>
    ▪ Sangki created new policy announcement.
      • Will keep a paper record of free copies made by SLSSA members, kept by Sangki and Yuta.
    ▪ New policy motioned and approved WITH amendments:
      ○ Not just SLSSA members, but everyone must write down dates of when they use copy machine.
    ▪ Will post this announcement up on the board near the 5th floor Moore Hall entrance, as well as in the Reading Room (email SLS and Linguistics).
      • After posting, Sangki will e-mail SLS-list to inform everyone of new policy.
    ▪ Yuta and Sangki will e-mail Cheryl a bill.
    ▪ Will communicate new policy to Reading Room monitors.
      ▪ Yuta created a notebook to keep record of all those who use the copy machine, which will be placed in the Reading Room.
      ▪ Emailed Chris and Rebecca (Linguistics) with the new policy for approval.

  o <Academic VP report>
    ▪ Phuong is currently working with Dr. Onnis on a workshop entitled “Tips for preparing a presentation with slides”.
    ▪ Michelle plans to speak with Priscilla about presenting a workshop on job preparation, resumes, interviews, etc. (offered in TiPPS, but for those who cannot go to the TiPPS series).
      • OR a workshop on careers after SLS, e.g. what alumni are now doing.

  o <Social VP report>
    ▪ February Cooler went well! Thirty people attended and we spent less than $150. We collected $50 from non-members ($10 from Dr. Ortega and Dr. Norris).
      • Dr. Ortega and Dr. Norris donate money at every cooler, so we are thinking about giving them some type of gift for them at the graduation cooler since they are leaving.
    ▪ For the next meeting, SLSSA board members should e-mail Brandon with gift/thank you ideas for Dr. Ortega
and Dr. Norris. We will discuss these ideas at the next board meeting.

- Dates for future coolers:
  - March: Thursday, 3/8, 6:30pm-8:00pm
  - April: Thursday, 4/5, 6:30pm-8:00pm

- Cooler survey:
  - As of Friday, 39 responses (reminder sent out already)
  - 62% prefer the current days and times (Thursdays from 6:30pm-8:00pm)
  - The next highest vote was for Fridays from 3:00pm-6:00pm (46%)
  - **Since the majority of people voted for this time, we will continue to hold Coolers on Thursdays from 6:30-8:00pm**
  - No preference for cooler themes, so we will not have themes besides maybe Halloween

- Graduation cooler:
  - Tentatively set for Thursday, 5/3, Friday, 5/4 (Instruction ends Wednesday of that week) or 5/11 (finals week)
    - **Brandon will send out a survey to ask all SLSers what day works best for them**
  - Location?
    - Options: Campus Center, Monica’s house?? (we must ask her first), Hemenway Courtyard, or someone else’s house, ask Dr. Bley-Vroman or Dr. Crookes or Kenny?
    - If we have it at Campus Center OR Hemenway Courtyard, we should get a liquor license in order to have alcohol. Costs $100-200. Campus Center has about 150 person capacity with classroom-like atmosphere
    - **We will inquire for use of someone’s house as a location for the Graduation Cooler**

  - Suggested that Social VPs get liquor to provide cocktails/mixed drinks at coolers

- **Social VPs will consider the costs, labor, and make a decision of whether or not to do this**

  - Table: bought for less than $50. It is now in our storage space. Gave Cheryl receipt; waiting on reimbursement.

  - **<DCCP Report>**

  - **February meeting was cancelled since everyone is very busy with faculty interviews.**

  - **<Treasurer Report>**
- No spreadsheets available yet.
- Overall funds: $4,234.27
- Still waiting on the photocopier bill.
- Need to get receipts for bake sale.
- **We need to determine whether or not we need to raise more money.**
  - Take into account gifts for Dr. Ortega and Dr. Norris, graduation cooler, etc.
- Checks and toner bought.
  - **Greg will check the toner levels in the copier machine.**
- <Computer VP Report>
  - After being hacked, Richard Medina is setting up a new Wordpress website for SLSSA with a new administrator password.
  - Cheryl and Megumi are waiting for a response from Mr. Medina.

**<Old Business>**
- February Book/Bake Sale: update from Monday’s sales?
  - Many more books donated by Dr. Crookes and from Dr. Gibson.
  - We will start making some books free to get rid of them and bring in new books.
  - Approximately $190 made from today’s sale (not taking into account reimbursements yet).
  - We need to contact the other clubs so that we don’t end up overlapping sale days with them.
  - Aurora is working with Spanish club organizers to create a Google Calendar to chart use of Moore Hall fundraising space.
  - Amanda proposes that we don’t have a March bake/sale and get the numbers from the Treasurers before deciding whether or not to continue.
- Constitution Committee
  - Will meet on Wednesday to talk about how to amend the constitution and form election procedures.
- Dr. Schmidt’s present – when and how to present?
  - Greg and someone (TBD) will go to present Dr. Schmidt with the gift in his office.
- Nominations:
  - Who can nominate?
    - Everyone in SLS can nominate anyone else. You can nominate as many people as you want for any position, including yourself.
    - The nominations will be sent to the presidents.
• Requests for nominations will be sent out via e-mail by presidents.

  ▪ Timeline:
    • Nominations to be held next week: *Feb. 20– Mar. 2*
      o Nominees DO NOT have to be SLSSA members (anyone can run), but if they get elected, they must become members before taking position.
      o Elections: only people who are SLSSA members can vote for nominees.
    • Email nominees and get responses: *Mar. 5–9*
    • Elections (for SLSSA members to vote): *Mar. 12–16*

  ▪ What to do after FLERR positions are disbanded: Add Community liaison VP or Fundraising VPs?
    • Greg proposed one position for community liaison and 2 positions for Fundraising (minimum)
    • The benefits of Fundraising VPs would be to lower membership fees and have more fun events/ideas run by SLSSA.
      o Also bake/book/coffee sales bring in a lot of revenue.
      o We could have it written into all VPs responsibilities that they must work one or two shifts to help out with fundraising.
    • Community liaison duties:
      o help Barbara with volunteer opportunities to teach.
      o keep in touch with SLS alumni and seek other volunteer/event opportunities for current SLS students to participate in.

  • Motioned and approved to add at least 1 Community Liaison and 2 Fundraising VPS.

  o E. SLS T-shirt design contest:
    ▪ Dr. Crookes likes the idea and approves. He has requested to approve the final design before printing.
    ▪ Sena will send out an email on behalf of SLSSA soliciting designs for a SLS T-shirt (hopefully by Feb. 17).
    ▪ People can send in text, text+image, or an image (PDF or JPEG preferred).
    ▪ Single color design
      • Should designers decide what color design and what color shirt?
      • This will be decide later, after other details worked out.
All shirts will say “Department of SLS” on them with the SLS logo.
Designs must be sent in by March 9 (3 weeks)
We will open voting March 10 through March 23 via survey monkey.
Proposing pre-ordering, but can discuss this in the March meeting.
Winner gets a free shirt.
T-shirts will be sold at cost (no profits)
  • Proposed as a gift to Dr. Ortega and Dr. Norris in addition to another gift
  • Also get permanent marker and have everyone sign it

Items to discuss:
  • Where will submissions be sent?
    o Can be put in SLSSA mailbox OR e-mailed electronically (preferred)
  • Who will decide on the winner?
    o Everyone can vote (an e-mail will be sent out to the SLS-lists)
  • Need someone with Adobe Illustrator to convert design for printing
    o Aurora can convert to .xcf file if needed using a different photoshop software

**<New Business>**
  o Future book/sale sales: continue having them?
    ▪ Wait till next month to decide, after financial situation is understood.
  o Dr. Crookes requested some brownbag ideas
    ▪ Marissa suggested the topic of summer job opportunities/volunteer opportunities.
    ▪ Phuong suggested how to write an abstract for research papers.
    ▪ **Amanda will send out another e-mail to ask for ideas.**
  o Banner for SLSSA per Dr. Crookes’s idea
    ▪ Suggested using the old banner image, changing “SLS” to “SLSSA” and changing picture.
    ▪ **Amanda will ask Dr. Crookes if he is willing to fund it.**
  o General handbook to transition new board members – begin thinking of your duties and tasks for the entire year. Will start compiling a handbook in March.
    ▪ The transition from last year was a little difficult since people did not have a clear idea of their duties or how to do things.
    ▪ Please think about tips, explanations you can give to next board members
  o Posting our budget on the SLSSA website
    ▪ Will discuss next meeting
Creating an end-of-the-year newsletter to send out to SLS
  - Will discuss next meeting

5  MEETING END 5:48

6  NEXT MEETING

TBD