SLSSA Board Meeting Minutes
Date: March 12, 2012

1 ATTENDANCE

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Present</th>
<th>Absent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Greg</td>
<td>Co-President</td>
<td>X</td>
<td></td>
</tr>
<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></td>
<td>X</td>
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<tr>
<td>Phuong</td>
<td>Academic VP</td>
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<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>
<td></td>
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<tr>
<td>Mónica</td>
<td>DPPC</td>
<td></td>
<td>X</td>
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<tr>
<td>Brandon</td>
<td>Social VP</td>
<td></td>
<td>X</td>
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<tr>
<td>Marissa</td>
<td>Social VP</td>
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<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>X</td>
<td></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>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Cheryl</td>
<td>Treasurer/Computer VP</td>
<td>X</td>
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<tr>
<td>Megumi</td>
<td>Computer VP</td>
<td>X</td>
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2 MEETING LOCATION
Building: Moore Hall
Conference Room: Moore Hall 551

3 MEETING START
Meeting Schedule Start: <5:00pm>
Meeting Actual Start: <5:01>

4 AGENDA

- <Greeting and Opening Remarks from the Chair>

- <Minutes Approval>
  - <February 2012 Minutes approved>
- **<Committee Reports>**
  - Acceptance of the February Minutes
    - <President’s report>
      - Constitutional Draft Update (further discussion will be done in Old Business)
      - Election of New SLSSA officers
        - Status of nominations
          - All positions have nominations. Amanda has sent out emails to those who have been nominated. They will be responding to confirm if they will be running for their positions or not.
          - Amanda will send out the nomination list to the SLS list and the election list to the SLSSA list
        - Procedure for the elections
          - Everyone must accept or reject nominations by March 23rd
          - Only SLSSA members are allowed to take part in voting
    - SLSSA handbook update
      - All board members should write up a description of their SLSSA position jobs
        - a bullet point list, as detailed as possible
  - DPPC’s report
    - Because there are no DPPC meetings, there is no report for this committee
  - Treasurer’s report
    - Status of the budget
      - Our present balance is $4,753.35
    - Recent payments made:
      - Reimbursed Daisuke for Academic Workshop and Social VPs for Coolers (not taken into account in balance yet)
      - Estimating $1,500 for March and April expenses
      - Will have approximately $3,000 in the remaining balance for the next year
    - Do NOT have a good estimate of shipping costs for sending the big copier back to Ikon
      - Need to do this ASAP
      - Greg reports that according to their protocol, we have to send a termination letter approximately 30 days before we’re ready to send the machine
      - **Greg will call Ikon and ask for suggested shipping companies so that we can investigate/estimate costs**
      - SLS and Linguistics will split the shipping costs
  - Social VP report
    - March cooler update
      - Due to weather, location was changed to 5th floor of Moore
• Lower turn out, but went well
• The expenses were low this time
  ▪ Locale and Time for Graduation Cooler
    • Current ideas: Monica’s house or Brandon’s apartment (must be outdoors)
    • Brandon has results of Graduation Cooler dates survey
    • After finding out results, we can ask Monica if she can still offer her place for the Graduation Cooler.

▪ Other notes
  • Marissa suggests taking into account what other events are going on at UH when planning Coolers

  o Academic Panel report
    ▪ Update on the latest academic panel with Luca:
      • Unfortunately, no SLS students attended
      ▪ Since attendance was very small, they would like to poll the board to see why people might not have gone
        • Wants to ask reasons why people couldn’t go
        • The bad weather and time conflicts were likely to be the largest reasons
          o Since the event started at 3:30pm, many people had class or work
        • Cheryl suggests having the Academic Workshop and Cooler together, with food offered at the start of the presentation
        • Even if the Cooler and Workshop are kept separate, refreshments may be a “good to have”

  o Computer VP report
    ▪ Website status
      • Have succeeded in retrieving half of the lost data
      • Another possibility is to create a new WordPress website through the UH server. Megumi plans to apply for this.
    ▪ Information needed for the website
      • Megumi will need to fill out an application. Information needed: SLS office phone number, primary contact (Megumi), secondary contact: Cheryl (for now, change after next year’s election), executive sponsor: Greg or Dr. Crookes (advisor of SLSSA)
      • Not sure whether new information, pictures, etc. are needed for the website yet, but will report later

  o Secretary report
    ▪ Cheryl (Secretary VP 2010-2011) suggests we get a card and gift card for SLS secretaries. Cheryl will be buying them for Secretary Day in April

  o FLERR report
    ▪ Report of the FLERR/LSH meeting, and decisions made there
      • We will assume payments beginning April, 2012
• Greg has contacted Ikon Photocopiers, and will report on what we have to do to return the machine
• Need to close the account, which currently has ~$100
• No new updates on the copier use policy
• People are using the big copier
  ▪ What we should do about the small photocopier once FLERR is disbanded?
    • Earned about $50 so far
    • Job is easy to do, but could be a function of the Fundraiser VPs or Treasurers
      o Sena suggests for the Treasurers to take this responsibility, since they need to collect the funds ultimately
      o Motioned and approved to add small copier duties to the Treasurer’s responsibilities in the constitution

• <Old Business>
  o T-shirt update
    ▪ May extend the deadline from Friday till Sunday, March 18th
    ▪ Only one submission so far
  o Constitutional issues
    ▪ Greg will ask all board members to read the Constitution one more time
    ▪ **We will officially vote on finalizing the Constitution next month**
    ▪ Greg will also ask for help with editing Bylaws
      • While members are writing “Handbook” material for their positions, please think about what Bylaws may be appropriate and send to Greg
  o We applied to SAPFB, and are still waiting to hear from their decision
    ▪ The 2 presentations went well

• <New Business>
  o Community Liaison
    ▪ Sena would like the permission to start off making a base for the duties and a description for the position (initial contacts list, job description etc.)
    ▪ Greg suggests writing up this description so that we can vote on it for the next meeting
  o Candidates for new Professors
    ▪ Meet and Greet for Stefka Marinova-Todd in Moore 575, on Tuesday at 3pm, March 15th
    ▪ Will have other meet and greets for other candidates on Friday and in the next weeks
  o SLSSA newsletter?
    ▪ Generally decided that we will not make one, since SLSSA website and Facebook page should suffice
  o Transition Meetings for new SLSSA board members
• Each board member should make plans to meet with their successor before the semester ends. Possibly by May.

5 MEETING END

<5:55PM>

6 NEXT MEETING: TBA