SLSSA Board Meeting Minutes
2011/11/29

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>
<td></td>
</tr>
<tr>
<td>Daisuke</td>
<td>Academic VP</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Michelle</td>
<td>Academic VP</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Phuong</td>
<td>Academic VP</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Rue</td>
<td>DPPC</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Sena</td>
<td>DPPC</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Mónica</td>
<td>DPPC</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Brandon</td>
<td>Social VP</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Jenna</td>
<td>Social VP</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Michael</td>
<td>Social VP</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Evelyn</td>
<td>Social VP</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Sangki</td>
<td>FLERR</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Yuta</td>
<td>FLERR</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Aurora</td>
<td>Secretary</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Hami</td>
<td>Secretary</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Linda</td>
<td>Treasurer</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Cheryl</td>
<td>Treasurer</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>&quot;</td>
<td>Computer VP</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Megumi</td>
<td>Computer VP</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

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

3 MEETING START
Meeting Schedule Start: <4:00 PM>
Meeting Actual Start: <4:00 PM>

4 AGENDA

- <Greeting and Opening Remarks from the Chair>

- <Minutes Approval>
  - <Minutes approved for November>

- <Committee Reports>
  - <DPPC report>
    - DPPC meeting is scheduled to be held on November 30th. No updates.
• Normally, there are approximately more than 100 applicants for the faculty job openings. However, there are only 20 applicants at the moment.
  • People can inform former professors of the opening if they know of anyone that may be interested.

  o <FLERR report>
    • The SLSSA chair expressed gratitude to FLERR representatives for their hard work.
    • SLSSA FLERR VPs met with LHS representatives: Rebecca (President) and Chris (Treasurer) to discuss about continuing copier machine use.
    • An email to those people who still have money to use the copier has been sent out.
    • LHS did not know that SLSSA/FLERR was involved in the big copy machine issue until FLERR contacted them.
    • LHS paid for 2011 September and October payment.
    • Since there are not FLERR representatives in LHS, Sangki and Yuta will also be FLERR representatives for LHS.
    • Chris has/will be sending a list of payments made to Ikon, so that SLSSA can understand who owes what.
    • FLERR will continue dialoguing with the Linguistics Department and discuss how to use the big copy machine. Hopefully, this will become a more sustained relationship.

  o <Academic VP report>
    • Academic panel in November was well attended and informative. A big Mahalo to Dr. Gruter.
    • The next Academic Panel will be on Thursday, December 1, from 3-4:40pm with Meredith Hanson, presenting information on Prezi and Zotero. She will also be presenting her SP at the Brown Bag that day.
    • The issue of Book Sales has been discussed, and agreed it should be under the direction of the Academic Committee. The Academic VPs will arrange them from now on.
      • The Book Sale will start form next semester in January. Help will be needed once the date is decided. (Either at the meeting or via e-mail).
      • Discussed when the Book Sale should be held: in the morning or during a Cooler? Possibly on a Wednesday when many people come to class? Maybe doing it with a bake sale?
        o Having a bake sale alongside book sale could significantly increase traffic (seconded). The Academic Panel can also be in charge of the bake sale so it doesn’t get complicated.
      • They will decide a date for the book/bake sale by the end of the week.
        o Part of the money made can be used to reimburse people who baked goods (optional)
      • The Book Sale date for January 2012 will be decided among the Academic VPs this week. An e-mail will be sent out later on.

  o <Social VP report>
    • November Cooler went as planned and was well attended.
• Vegetarian dishes were ordered but it was not delivered properly. Some communication problems occurred with Subway, but it was a very affordable way to provide food. Other than that, the Cooler went well.

▪ December Graduation Cooler.
  • Since it is a Graduation Cooler, we should figure out who is graduating and what kind of schedule works best for them. Two options considered were Dec. 8th and 16th.
  • Greg will provide information to the Social VPs about who is graduating.
  • Motioned and approved to have the December Cooler on December 9th (Friday).
    o The Cooler will be held at Monica’s house. Monica will send out details of where her house is to the Social VPs. Tentative time 5:30PM – 9:30 PM.
      ▪ Monica requests that a map of her house and address NOT be posted on the SLSSA website, but contact info is okay.
  • Volunteers to set-up are Amanda, Daisuke, Aurora, Phuong, Sena, Monica. Greg will also help with clean-up.
  • The budget for the Graduation Cooler will be $250.
  • It will partially be a potluck style. Drinks and main dish will be provided by SLSSA. Side dishes will be potluck by SLSSA board members, but it is optional.
  • 6 leis will be needed at the Graduation Cooler for 5 graduates and Dr. Schmidt.

  o <Computer VP Report>
    ▪ Megumi is now trained to make changes.
    • Requested pictures to put on the website.
    • Daisuke uploaded pictures from the workshop onto the SLSSA facebook page. Does he need to get approval in order to post these pictures?
    ▪ Computer VPs would like input from the board.
      • Putting names of members on the website has been proposed. Issue of privacy? Same goes for pictures. Opinions put forth:
        o Maybe we do not need approval from everyone since SLSSA is a professional organization and may want their name associated with it.
        o It is important to ask people’s permission and/or opinion.
        o Some pictures, especially at coolers, may be a bad image for people if it involves alcohol for example
        o On future membership applications, we should have check boxes for members to check about if it’s okay to post pictures
          ▪ Who is in charge of the forms and how should this be addressed in the future? This should be considered for inclusion in the constitution. It
should include who works with who, for what purposes, and which VP positions work together

- These waivers are standard procedure and that we should also allow people to have an “opt-out” option if they see a picture of them that they don’t want posted.
- It was suggested that people in the pictures should be notified before they are posted. However, this is a lot of work.
- This is a lot of work, so the opt-out option on the waiver seems more feasible
- This issue will be discussed at the January 2012 meeting.

- <Treasurer>
  - Passed out expense sheet to everyone at meeting, which included estimated cost of workshops and last coolers
  - Treasurers will try to make a budget for next semester soon.
  - Left with about $3,800 in the beginning of the year, but not have $1,522. We should have at least $3,000 to hand over for next year
  - Need to know estimate for Dr. Schmidt’s present
  - Need to know the costs for the copier machine from FLERR
    - Meeting about the copier on Friday, so should get an estimate then
    - Once the copier deficit is known, Treasurers can make an estimate for how much we need to raise.
  - Getting about $10 a month from the copier use
  - New students may be joining SLS next semester. If there are more membership fees coming in, it may help. Either way, we will need to do some fundraising next semester.
    - Ideas: smaller retreat activities, auctions, Spring orientation
  - Most of the auction item fees have already been collected, except for one.
  - Graduation coolers tend to be expensive for budget.
    - Graduation Cooler for Spring 2011 was approximately $600.
  - The estimated balance by the end of Spring 2012 semester is $1150. (Not including academic panels or other events not organized yet).

- <Old Business>
  - <Dr. Schmidt’s retirement lunch>
    - Dr. Schmidt would like to have it held in January, but not yet sure about date.
    - A present: lei and a bottle of wine?
      - Proposed budget for wine+lei: $55 ($45 for wine and $10-$15 for lei?) Greg offered to buy the wine.
      - **Motion to budget $55 for Dr. Schmidt’s gifts approved.**
        - Motioned by Cheryl. Seconded by Rue.
    - Dr. Brown will be able to help us with the budget (for luncheon) but we need to give information to him in advance.
      - Where are we going to have it?
        - Options include Monica’s house, Brandon’s house?
• Who is going to come: Everyone in SLS. Possibly those who graduated as well. People who are attending should pay their own share for luncheon.
• Ideas for luncheon: Wine and cheese?
  o Motioned and approved.
  o This will allow people to mingle and talk to Dr. Schmidt
• Monica, Sena, Aurora, Greg are on the committee to help with Dr. Schmidt’s party. Monica and Sena are the co-leaders
  o Details (when, where etc) will be discussed among the Committee members and will be communicated accordingly.
  o The committee will send out e-mails later for help
• Monica will talk with Dr. Brown and request no less than $150 to help defray costs
  o <Constitution Committee>
    ▪ Greg, Sena, Monica, Aurora, Hami. Monica and Sena will be leading the Constitution Committee.
    ▪ The committee decided to meet before school starts in January and discuss a date via e-mail.
    ▪ The Committee members will be gathering to discuss about the new Constitution. The Committee will be meeting on

  ▪ <New Business>
    o <Next year’s SLSSA meetings>
      ▪ The presidents will post a “When is Good?” for recurring meetings to get everyone's opinion
      ▪ Board members will meet on Monday afternoon for Spring 2012. Motioned and approved.
      ▪ Future meetings will most likely be held at Moore 575 (if the room can be reserved).
    o A table should be purchased for the bake sale.
      ▪ Social VPs should keep a look out for free tables available on craigslist
    o Orientation party will be the same as the first cooler
    o <Electronic Course Evaluations>
      ▪ Sena and Jenna will be making the surveys over break.
    o New Social VPs will be needed. Evelyn and Jenna will not be on the board from Spring semester.
      ▪ We will need to recruit new members. Megumi will post on facebook and website. Greg and Amanda will send out e-mails. It will also be announced at SLS 600 classes.
    o Motion to recruit new members for a fund raising committee. The tentative name will be Fundraising VP. Motioned by Sena. Seconded by Brandon. Approved.
      ▪ Can eventually replace FLERR VPs since they will disband after copier contract expires in July
      ▪ Can recruit in January and focus on recruiting new Social VPs right now
Amanda reminds us that we will be able to get funding from RIO next semester.

- Reduce the graduation cooler budget to $250 and supplement with pupus. Motioned by Greg and seconded by Mike.
  - 5 people will graduate and Dr. Schmidt need leis, about $6 each
  - Monica offers to donate some plates, utensils, etc. $7
  - SLSSA pays for drinks and one main dish, budget $200
  - Board members can bring side dishes

5 MEETING END
5:45 PM

6 NEXT MEETING
TBD