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>Brandon</td>
<td>Co-President</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Monica</td>
<td>Academic VP</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Sunhee</td>
<td>Academic VP</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Gordon</td>
<td>Academic VP</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Gerriet</td>
<td>DPPC</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Michelle</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>Juan</td>
<td>Social VP</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Lisa</td>
<td>Social VP</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Tammy</td>
<td>Social VP</td>
<td>X</td>
<td></td>
</tr>
<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>
</tr>
<tr>
<td>Yuzuko</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>Marissa</td>
<td>Fundraising VP</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Daniel</td>
<td>Fundraising 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: HELP Portable
Conference Room: MC 16-1

3 MEETING START

Meeting Schedule Start: <3:00 pm>
Meeting Actual Start: <3:03pm>

4 AGENDA

- <Greeting and Opening Remarks from the Chair>
  - Minutes Approval
    - Motioned to approve the Minutes from October by Marissa. Seconded by Sunhee. <Minutes approved>.
  - One final (hopefully) copy machine update
    - Total amount due $210.88. PDF has been received but the actual copy has not been received yet. Deadline is December 25th. However, Michael went to the Linguistics Office and got an invoice dated Sept. 25th due on Oct. 20th $420.57.
• Michael will check with the copy machine company to check the actual amount we owe them.
  
  ○ SAPFB update
    ▪ Application materials for SAPFB are available for all UH students. Brandon and Michael will start to put paper work together to apply for it.
    ▪ If there is any update to make the application better, suggestions are welcome and an email will be sent to everyone.

  ▪ **Committee Reports**
    ○ <Treasurer report>
      ▪ Current balance: $4842.11
        • 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.
      ▪ Pending transaction
        • Deposit: October Cooler, Halloween Bake sale
        • Not yet subtracted: October Cooler, Retreat Gatorade Cooler, buyout total for copy machine
          ○ We need to keep track of the money being collected and deposited for the Social VPs. Michael will talk with the Social VPs.
      ▪ Current estimated balance: $4601.50
      ▪ All collected auction money will go to the Ruth Crymes Fund (75%) and Holmes-Carr Fund (25%) (suggested by Dr. Crookes).
        • Not all of the money has been collected yet (about $1000, which is about 1/3 of the total, is still missing). The Treasurers will contact the auction winners to make sure to make the payment as soon as possible.
      ▪ Tax Identification Number: SLSSA needs this to apply for SAPFB.
    ○ <Fundraiser report>
      ▪ A great success! We sold out in 4 hours.
      ▪ Total $273.05 without subtracting reimbursements.
      ▪ Lisa and Marissa suggest we sell Spam Musubi in addition to bake sale.
        • Marissa suggests having another bake sale pre/post Thanksgiving.
      ▪ T-Shirt Contest
        • A survey has been sent out to vote on the designs due Nov. 9th.
        • Orders will be placed before the end of November to make it to Graduation Cooler.
    ○ <Academic VP report>
Brownbag on the Oct. 25th was a success (on teaching abroad)
  • Many BAs came.
  • Priscilla suggests that this be done every semester/year.
Sunhee suggests Kasey Larson to be an Academic VP for replacement of Monica
Writing Center Academic workshop
  • Kitaek and Prem will lead the workshop: focus on writing conference abstracts
Brandon suggests Betsy to do a workshop. She can do a Literature Review Workshop.
  • It would be better if faculties are there to attend as well.
Sunhee will talk to Gordon and Kasey about the workshop.

<Social VP report>
October Coolers
  • Having it at Moore 155 was much better than doing it at NFLRC.
  • Most of the people who sent their RSVP attended.
  • Beer for $1 was appreciated. Lisa suggests it be continued.
November Cooler
  • Lisa and Juan are discussing about having the Cooler at Fort DeRussy Park in Waikiki on Nov. 16th (Friday).
    • Weather? Will people come all the way to Waikiki after class?
  • Marissa suggests we do the Graduation Cooler at the Beach
    • Weather problems?
Graduation Cooler
  • Michael suggests we send out a brief survey to check the date and location of the Graduation Cooler.
    • Any locations?
      • Monica’s place
      • Somewhere on Campus. Campus Center Ballroom?
        • Issues of having alcohol
      • Manoa Garden?
      • Beach
      • Brandon’s place

<Computer VP Report>
  • Please send a picture to Megumi if a group picture was taken at the October Cooler so she can update them on SLSSA website.
    • Whoever goes to the Cooler should take pictures (with their iPhone etc.). Please send those pictures to Megumi.

<DPPC Report>
  • According to Michelle, The last DPPC meeting was canceled.
- The survey that Gerriet compiled was sent out.
  - No updates from Gerriet
- Michael will check with the DPPC meeting.
  - When will the next DPPC meeting be?
  - What are the results of Gerriet’s survey?

- **<Old Business>**
  - Update on the storage room situation
    - Lisa and Juan cleaned the room but we do not have an inventory yet
    - Discussion on inventory will be done at the next meeting (not enough members present to come to a consensus)
    - What is the status of the donated books?
      - Goodwill, Hamilton library etc. will not take the old books. Marissa talked to Dr. Crookes. We will leave them out on the 5th floor of Moore Hall to give out. We will need to organize them into boxes. The maintenance people will remove them after a while.
        - Marissa suggests that we talk to the maintenance people beforehand to figure out how to get it recycled.
  - Where is the auction money going?
    - Brandon talked to Dr. Crookes about which fund needs more money. Brandon will email the Board.
      - Oihana OK
      - Ruth Crymes is not so good.
      - 25% to Holmes-Carr Fund: Funds run out every semester
      - 75% to Ruth-Crymes Fund.
    - Since most of the members are not present, Michael will email the Board about the fund to make a final decision. It should be made via email by Michael with the deadline on Nov. 9th.
  - Upcoming co-president vacancy
    - The main duties for the next semesters for Co-Presidents include maintaining RIO status, applying for SAPFB for the following year, making the handbook, and transitioning to the next year.
    - Aurora mentions we should nominate people with a specific attention to the first or second semester MA student so they will stick around
    - Michael will talk to Grace and Gordon about possible position.
  - SLSSA Board Members Handbook
    - Michael suggests we move forward with it next semester since compiling the Student Handbook takes some time.
    - Will a simple Word document with a copy of our constitution, by-laws, and committee member responsibilities and useful information be enough?
      - Aurora suggests that we compile the list of contact lists and useful sources for each Committee.
    - Michael will work on creating one official SLSSA Dropbox or Google Drive to keep the documents organized.
  - SLSSA New Student Handbook
• Update: what has been done
  • Cover page
  • Table Contents
• Sunhee will send out an email for Google docs on what we need to work on.
• The Linguistics Department has a similar student handbook that we can look at to get some ideas.

• <New Business>
  o The next board meeting date
    • Not many Board members have been attending the meeting.
    • The next Board meeting has been decided to be Nov. 30th, but we should ask everyone if they can come beforehand; either on 28th or 29th from 3 to 6pm or 30th from 1 to 6pm.
      • It will be the last meeting of this semester. Potluck style?
    • We should see a date at the beginning of the semester and send and email a week or so before each meeting to make sure most of the members can attend for the next semester.

5 MEETING END
  <4:11 pm>

6 NEXT MEETING
  TBD