1 SLSSA BOARD MEETING MINUTES

Date: February 3, 2014

2 ATTENDANCE

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Present</th>
<th>Absent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kasey</td>
<td>Co-President</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Gordon</td>
<td>Co-President</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Priscilla</td>
<td>Academic VP</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Grace</td>
<td>Academic VP</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Jay</td>
<td>Academic VP</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Justin</td>
<td>DPPC</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Michelle</td>
<td>DPPC</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Michael</td>
<td>DPPC</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Jennifer S.</td>
<td>Social VP</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Fred</td>
<td>Social VP</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Alex</td>
<td>Social VP</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Melissa</td>
<td>Treasurer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ryan</td>
<td>Treasurer</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Jennifer H.</td>
<td>Secretary</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Jill</td>
<td>Secretary</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Danika</td>
<td>Fundraising VP</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Eric</td>
<td>Fundraising VP</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>(Yet to be approved by candidate)-Linus</td>
<td>Computer VP</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Travis</td>
<td>Community Relations</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

3 MEETING LOCATION

Building: Hemenway Hall
Conference Room: 209

4 MEETING START

Meeting Schedule Start: <7:00>
Meeting Actual Start: <7:07>
Led by Kasey

5 AGENDA

- <Greeting and Opening Remarks from the Chair>
  -Meeting opened by Kasey
  -Having outside people join SLSSA club and be Board members
    -a lot of students outside of SLS take SLS courses
-could increase membership board and membership participation
- Jing non SLS student from the Chinese Dept becoming a Board member? – Interested in Treasurer Position
-Linus (from SLS) interested and approved by the board to become computer VP position, he has yet to give his final word
-Hyungjung Jang (SLS)- interested in community relations

- <Minutes Approval>
  o Jay motioned for approval, seconded by Alex <Minutes for January APPROVED>

- <Committee Reports>
  o <DPPC report>
    ▪ No meeting yet
    ▪ 2 meetings sched. For the sem. Feb 26 and April 2
      • By next board meeting, something substantial to report
  o <Treasurer VP report>
    ▪ Current Budget: $5022.63
    ▪ Update on Membership Dues for Spring 2014
    ▪ E-mail will be sent to those who haven’t paid
    ▪ Graduation Cooler:$517
    ▪ Auction money: Still people who haven’t paid; Pass over the checks to Ruth Crymes, Chauldron, and: Elizabeth Holmes-Carr Funds
  o <Fundraising VP report>
    ▪ Valentine’s Day Bake Sale (before or after Valentine’s Day)
      • Suggested days: Mondays and Wednesdays
        ▪ Motioned to have it on Wednesday, Feb. 12 from 8:30 am
      • Baker: Tammy, open it up to all SLS students and not just the board
  o <Academic VP report>
    ▪ Socializing into conferences Workshop by Theres Gruter: Feb 20 from 12:00-1:30pm, Moore 119, to be posted by Emily
      • No faculty or experienced grad students allowed
    ▪ Teaching Jobs Conference by Priscilla
      • Date- to be decided
  o <Social VP report>
    ▪ Welcome Cooler, 44-people RSVPed and signed in
    ▪ 4:00-6:30, good timing
- Contact NFLRC staff on time
- Next cooler: More covered area
  - Campus Center room- allowed but alcohol is not allowed
  - Liquor license needed if location is outside of NFLRC
  - Need to include Alex, Fred, Melissa, Ryan, Kasey, and Gordon into the account
  - With SAPFB- collect receipts and make sure the payment method is accurate
  - $150 approved for food
  - 2 cases of juice and 2 cases of soda
  - Beer for the next cooler
    - 2 cases (50 beers)- $50
    - Possible dates: Thursday, Feb 20 or 27?

Suggested: Feedback jar, Tip jar, Donation jar

  - <Computer VP Report>
    - N/A

- <New Business>
  - Money from Coolers
  - Priority- T-Shirt Design needed
  - No T-shirt design contest due to time constraints

  - Possible design ideas include the following:
    - Gordon’s idea- acronyms and abbreviations of the Applied Linguistic terms
    - Bringing back the design from 2 years ago? (grey shirt with UH Manoa seal)-but not allowed to have the UH seal on it
    - Blow up the SLSSA LOGO?

    - TO BE DECIDED BY E-MAIL
      - American Shirt Company- was a success by Spanish Department
      - E-mail Gordon to get a visual of the acronym
      - Google Survey to vote on design by Feb 10

- LLL conference
  - Make food for fundraising
    - Suggestions for food: Hot dogs? Muffins from Costco?

- Banner
  - 2 companies found by Jay and Gordon
▪ Banner Budget: $50

▪ Think of a new design ideas for our banner
  ▪ New LOGO
  ▪ SLSSA LOGO
  ▪ SLS Department
  ▪ Univ. of Hawaii at Manoa
  ▪ UH Motto in Hawaiian
  ▪ State Motto

  o Reimbursement Pack for Welcome Cooler for SAPFB to be done by Kasey
    ▪ Need cancelled checks, bank statements
    ▪ $3/month to get unlimited access to cancelled checks ($36/year)
    ▪ $4.95/month can get online banking and can print unlimited copies of cancelled checks ($60/year)
    ▪ SAPFB needs to be done two weeks after the event
      ▪ Receipts need to be itemized and match payment
    ▪ Treasurer will be responsible for accessing the online banking

  o Motion to approve $4.95/month for online banking by Melissa, seconded by Jay <APPROVED>
    ▪ Needed and Approved: $50 Checks
    ▪ Needed: Cancel Checks, Bank Statements

  o To Think about: Elections to a new board for next year

▪ <Old Business>
  o Toner purchased- find out the amount from Gordon

  o Wagon for the cooler- $96.16

  o Facebook Page: working on changing the name to make it welcoming to current members and alumni
    ▪ Person responsible for SLSSA facebook page: Gordon

    ▪ Gordon is talking to Wonguk
    ▪ Possibility of receiving an e-mail to unlike and then re-like the Facebook page
o SLSSA project:
   - List of Interdisciplinary courses for students to take outside of the SLS Department and get credit for their M.A degree (depending on their advisors)
   - Building the database: seeing what is available

o Look at the constitution
   - Duties
   - SLSSA responsibilities
   - Bylaws- to facilitate our needs as things change
   - Travis, Ai, and Eric- to be added to the Constitution

6 MEETING END
   8:00 PM

7 NEXT MEETING
   TO BE ORGANIZED BY GORDON