



## October 1, 2008 - GBA Meeting Minutes

Attendees: Jake, Justin, Elena, John O, Elizabeth, Michal, Brooke, Laura, John R, Duane, Andres, Dennis, Erin, Mark M.

### Homework:

ALL – Set up Committee Mtg Kick offs

ALL – Review Jake's Continuity and Offer Transition Plan

ALL – Review the budget and be ready to vote on it next week

JAKE – Finish Constitution Updates. Include Honor Board updates

JAKE – Follow up with Key GBA Opportunities (coffee break, WSJ, Sponsorship, etc)

JAKE – Make binders for Andres, Erin, and Dennis

JAKE – Send out Professional School (get law school) info to Brooke and Michal

JAKE – Follow up with Regional MBA Group who has sponsorship tailgating

JUSTIN – Follow up with Orgs who request help with their Constitution

JUSTIN – Get list of MBA orgs that are not registered to Jake to follow up with the SOO office

JUSTIN – Follow up with Orgs that didn't attend mtg

JUSTIN – Send an email to MBA Orgs presidents explaining the expectations for funding requests

ELENA – Submit needed paper work to apply for tax exempt status (once Constitution is finalized)

ELENA – Send out Budget to Board.

EXEC TEAM – Mtg to discuss East Wing Issues, etc

ELIZABETH – Look into Day of Service Concept (all MBA orgs doing community service on same day)

JOHN O – Follow up Email to Companies, Students (get email addresses for golfers). Collect remaining Student and Company Fees / Get Credit Card Money in GBA account.

JOHN O – Send out follow up Survey to all golf participants (2 surveys – students and companies)

JOHN O – Finalize Golf Outing Documentation for our leave behind for next year. Due 10/15

BROOKE / MICHAL – Committee Mtg

BROOKE / MICHAL – Finish Student Org Instructions for Tailgating

BROOKE / MICHAL – Squire announcement for Comedy Club event

MICHAL – Finalize Madison Bar Matrix for Squire

LAURA – Follow up on TV Info and student Calendar

JOHN R – Work with John O to outline guidelines for squire sponsorship

DUANE – Set up a Captain's Committee Meeting.

DUANE – Look into Intramural Training (football, cricket)

DUANE / ANDRES – Investigate Monday Night Football for students. Teach people the rules for those who don't know.



## SQUIRE ANNOUNCEMENTS:

- Thanks to Becky Bishop for help with the Constitution (when finalized)
- Madison Bar Matrix
- Jake's Midwest Mtg Minutes
- Comedy Club Event

## Old Business:

- Golf Outing – Recap:
  - Financials – were passed out. Still waiting for some money.
  - Next Steps: Thank You notes to companies, survey, email addresses, save the date for next year, pay University ridge bill within one month
  - Proposed Next Year Date: Fri Sept 18<sup>th</sup>
  - Feedback: Have funds directly go to treasurer because we found checks in the move to the east wing from over 2 years ago.
  - Leave Behind Documentation for Next Year: Should be finished and include a reco to make sure that we contact all companies
- Tailgating –
  - Org Sponsor Schedule: Cisco will sponsor Penn State Tailgate next week.
  - Ohio State Game: Net Impact will sponsor this Ohio State Game this weekend. Elena orders food online. Inventory will be kept in the Student Org Office going forward. 2 Kegs. Intent is to collect donations for Food Drive. \$5 / student price.
  - GBA Officer Sponsor Schedule:
    - Ohio State – Net Impact, Elizabeth
    - Homecoming – No GBA Tailgate
    - Penn State – Real Estate Game, Michal
    - Minnesota – GMN, Erin
    - Cal Polly - GWIB and Sporting Club, John O
    - Note: whichever GBA board member is responsible for submitting squire announcement
  - Penn State sponsored by Cisco
    - GBA still intends to order and get food. If Cisco says that they want to cater food, then they must keep it at \$500 or less. If they get it catered, then they need to go through the student union catering.
  - Progress on Event Standard Instructions for student org: Finish checklist with more detail about cleaning instructions
  - Location: Grainger unless otherwise stated
  - Time: 2:00pm – 5:00pm for night games
- Elections –
  - Participation Stats –
  - Feedback –
    - Email went out and if people forgot to vote right away, they prob forgot to do it. It was mentioned in one of the cohorts and everyone in that cohort was elected.
    - Going forward, GBA should make a reminder announcement in both cohorts to increase participation in voting

## **New Business:**

- Budget:
  - Social events
  - Costs of one Tailgating event (\$300) to be subsidized by GBA, so profits can go to Food Bank. Went to a vote. 9 for 4 against.
  - MBA orgs are asking for extremely high amounts of money. Justin to send an email to presidents to explain funding requests more
- GBA Continuity and Transition Plan: (didn't get to)
- Townhall Meetings: (didn't get to)

## **Functional Reports: (didn't get to)**

- **President**
- **Vice-President**
- **Treasurer**
- **Development**
- **Community Service**
- **Social**
  - Halloween – \$10 / student, \$15 / non students. Estimated after expenses, GBA will still need to chip in \$350. 4 kegs should be good (last year we didn't finish all 5 kegs).
- **Communications**
- **Sports**
- **International Advocate**
- **1<sup>st</sup> Year Representative**
- **2<sup>nd</sup> Year Representative**
- **Advisor**
  - Business Cards are due this week