

November 5, 2008 - GBA Meeting Minutes

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

Homework:

ALL – Send a description of job, calendar of the year, hrs/week

ALL – Document round out for final reports due Nov 19th

ALL – Final Documentation is due early Dec

JAKE – Halloween follow up email to students with apology, explanation, and future actions to reduce this

JAKE – Squire Announcement for Townhall Mtg (elections)

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

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

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

ELENA – Draft proposal for Coffee Break

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

ELENA – Graduation Party notes to Social Committee for documentation

EXEC TEAM – Mtg to discuss East Wing Issues, etc

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

MICHAL – Squire Announcement for Quiz Bowl

LAURA – Follow up on TV Info and student Calendar

LAURA – Notes on Welcome Back Party for Social Documentation

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

JOHN R / DUANE – Investigate a big ski trip opportunity for Spring Semester

DUANE – Set up a Captain's Committee Meeting.

DUANE – Look into Intramural Training (football, cricket)

STUDY ROOM SUB COMMITTEE – Set guidelines, accountability, and study locations options

MARK – Hooks in the locker room bathrooms

MARK – Look into Wall Street Journals for each center

SQUIRE ANNOUNCEMENTS:

- Thanks to Becky Bishop for help with the Constitution (when finalized)
- Madison Bar Matrix
- Study Room Guidelines
- Quiz bowl

Old Business:

- Constitution:
 - Currently have 78 responses. 93% approval rate. We need 174 approval votes to be approved (which is 2/3 of the class). A non vote is considered a no.
 - Erin to make announcement to 1st years
 - 2nd years do white boards (Duane – 3rd floor, John O – 4th floor)
- Town Hall Mtg:
 - Next Date - November 19th to discuss elections (12:15 – 1:00) no lunch, but can have drinks and cookies. Try and rent Plenary Room. GBA start informal conversations about positions.
 - Each board member should discuss: General Description (refer to constitution), Calendar for the Year, hrs / week
 - Will promote week of (with announcements in class and in squire)
- Study Room Task Force:
 - Priorities are teams then individuals
 - Need to reserve room (can't be more than 2 hours)
 - Can't leave room unattended for more than 10 min
 - Don't reserve for anyone else
 - Clean up
 - Fridays, 10 rooms used for exec MBAs
 - Other spaces: Career Mgmt has phone interview rooms, Lounge, Plenary Room, Library, etc
 - Make a Map of all of the spaces in the East Wing
 - Reservation Procedures
 - Email to go out in next Friday's weekly and in the Squire
- Golf Outing Reporting:
 - Finance – credit card payments can only be used for donations (can't be used for golfing), so never charged. Checks will be sent. Still waiting to collect money from some companies.
 - Still to-do
 - Kraft follow up
 - Student survey
 - Documentation
 - Opportunities for next year
 - Don't accept credit cards as payment
 - Next Year Golf Outing – Sept 18, 2009

New Business:

- Halloween Party Discussion:
 - Thanks to everyone outside of the Board who helped out!
 - Issues:
 - Landlord claims to not have known that the party was going to have alcohol
 - Charging at the door without an alcohol license
 - Elizabeth talked to landlord and it appears that this will be done.
 - Police commented on how well things were handled: mba guest list, alcohol was being monitored, everyone of age

- Legal Liabilities – aren't expecting any issues.
 - Mark has spoken with Blair and Coach K. Both think we are in good shape.
 - Membership – attendees will not get a tickets. We will follow up with an email to all students so they know that we have discussed this issue.
 - Refunds – some students have commented that they think they should get a refund. Very small number. Some students have expressed concern about the GBA board. Option would be to have the next two tailgates sponsored by GBA
 - Key Learnings – if we charge for an event, we will make sure that we rent a venue that has a liquor license.
 - Implication for Tailgating – Next year, we may want to solicit tailgating, so then we don't have to collect money for it.
 - Let's send thank yous to those who went above and beyond
- Financial Outlook:
 - Implications for Halloween and golf outing – should be ok. Broke even on Halloween
 - Coffee Break:
 - Elena outlined two options: conference services vs GBA buy coffee and serve
 - Conference Services is slightly more expensive, but they would take care of all of the labor
 - MBA services has offered to sponsor the first coffee break.
 - Rationale – we don't do a lot of activities as an entire student body cuz of our specialization. It will be key to get the faculty to buy in (and promote) to students.
 - 1st Coffee Break – Wed 9:00am Wednesday after thanksgiving
 - Want to try and get sponsorship for coffee breaks from companies and/or specializations
 - Wall Street Journal:
 - 1st years get copies sent to their house the first semester
 - Law / B-School Quiz Bowl: Nov 20th (thurs). Location TBD
 - Funding Request Report: didn't get to
 - Event Tracking: didn't get to
 - Senior Gift: didn't get to

Functional Reports:

- **International Advocate**
 - Monday Night Football – Nov 24th
- **1st Year Representative**
 - no updates
- **2nd Year Representative**
 - No updates
- **Advisor**
 - Diversity Weekend is this weekend. Students will be at Taps.
 - Spring Enrollment starts Monday 11/10. Minimum course requirements per semester = 8 if you are on a PA. In your last semester, you can carry less if you can take less if you will still graduate. Need to talk to your center to understand center graduation requirements
- **President**
 - Need to get Committees on board
- **Vice-President**
 - No new updates
- **Treasurer**
 - 1st year dues: Still need to collect
- **Development**
 - No new updates
- **Community Service**
 - Day of Service: Potentially partner with Toys for Tots
- **Social**
 - Taps next week will be at Crave, not Blue Velvet, cuz there has been concern that students couldn't get in right away. Looking to get specials at Crave
- **Communications**
 - Survey Monkey Account canceled. Will use Jen Smet's old account for the remainder of the year, because it is pre paid
- **Sports**
 - No new updates