

CSR Meeting - September 12, 2021

Present:

1. Noor
2. Matt
3. Caitlin
4. Randy
5. Apratim

Officer Updates:

1. Noor -
 - a. Lockers to be assigned the upcoming week
 - b. Professors were given the option to scan the materials for the first few weeks of class but they didn't have to do it!
 - i. Apratim: future reference - library will provide some of the materials. Worth emailing.
 - c. Waiting for the GC to sign the contract and moving forward with Samantha.
2. Caitlin - budgeting
 - a. Starting later in September
 - b. No penalty policy for unused funds
 - c. If clubs want to know how much \$ they have and how much is left, email Caitlin
 - d. Idea: have anonymous voting for budget process.

New Business:

1. Bar review: this week at Howl at the Moon
2. [Barristers Ball](#) (<-- spreadsheet linked here)
 - a. Costs:
 - i. \$71k for costs
 - ii. \$9 for enhancements
 - b. Income:
 - i. \$10k from student affairs
 - ii. Overage fund: \$96k - estimated \$30k usage for us [unanimous vote]
 - iii. \$10k from CSR budget [unanimous vote]
 - c. Tickets
 - i. Platform?
 - ii. Price?
 1. \$55 for law students [4-1 vote in favor] and \$75 for non-law students [5-0 vote in favor]
 2. 350 law students and 200 guests
 3. Guest waitlist
 4. Send an email to look out for a sign-up email
 5. We agree to be conservative on the enhancements.
 - iii. Guests?
 - iv. Date start to sell?

1. Reveal of the venue: this Wednesday 9/15
 2. 9/19 at 5:00 to begin sales
- d. Entertainment
- i. DJ?
 - ii. Band?
 - iii. Photo booth
 - iv. Red carpet
- e. Menu
- i. Noor will talk to Samantha
- f. Funding**
- i. Budget Breakdown
 - ii. Identification of ticket price
 - iii. Check with Student affairs if they can help out?
 - iv. How much from last year's CSR budget are we planning on using?
- g. Covid Precautions
- i. Have an email set up for Barristers where students can email the proof of vaccination and COVID test or have it set up on entry?
 - ii. **Legality of exceptions: no exceptions since we can choose not to honor exemptions**
 - iii. **Have proof of negative test 48 hours before**
- h. Public interest
- i. Subsidized tickets? Student affairs will handle this.
 - ii. Equal access fund
- i. Planning**

Task	Point Person (CSR)	Point Person (External)	Point Person (Penn)	Comments / Steps taken	Done by:
Contract	Noor	Samantha		Make sure there is a COVID//force majeure provision in the K!!	Draft K by —
Business Affairs Approval	Randy/Caitlin		Ian	Just getting the venue and catering approved, vendor approval to come later/ Look into subsidized ticket assistance	
Marketing & Promotion Ideas, Flyer, Instagram/F	Caitlin (+Randy / Apratim for photoshop)			Apratim to send on the docket Randy to do flyer design	

b/GroupMe					
Tickets	Noor/Apratim				
Menu (Food & Drink)	Matt/Noor			More liquor, less beer/wine	
Photographer/Photo Booth?	Matt/Noor			Possible school resource?	
Band/DJ	Matt/Noor			Possible school resource?	
Red Carpet	Caitlin				
Lighting	Matt/Noor				

3. Bar Review

- a. Rotation system
- b. Publicize on: GM, FB, On the Docket, CSR Email

Month	Week	In Charge	Location	Notes
September	2	Apratim		
	3	Randy		
	4	Noor		Food tour?
October	1	Matt		
	2	Caitlin		Barrister's Ball
	3			
	4			Event?
November	1			
	2			Event?
	3			
December	1			
	2			

4. Budgeting Timeline (Caitlin)
 - a. Process
5. Weekly CSR Rep & Student Coffee
 - a. RSVP List to be sent out in mid august (after OCI) ⇒ Send me an email with your preferred weeks

Date	CSR 1	CSR 2	CSR 3	Students x3
Sept. 16	Noor			
Sept. 23				
Sept. 30				
Oct. 7				
Oct. 14				
Oct. 21				
Oct. 28				
Nov. 4				
Nov. 11				
Nov. 18				
Dec. 2				
Dec. 9				

6. Student Committees
 - a. Timeline
 - i. Send application out 9/20
 - ii. Due 9/27
 - iii. Have it finalized by 10/4
 - b. Application process
 - i. Applications: google doc, with a question about diversity
 - ii. Voting: we all vote based on anonymity.
 1. Ranking, and then vote in the instance of a tie.
 - c. Meeting/reporting to CSR ⇒ Student Assembly?
 - i. Monthly Meetings: Matt to be in charge of the committee assembly.
 - d. Monthly meeting / mingle of org presidents
 - i. Forward this to October
 - e. Welcome reception Friday 24? E-Town Hall is happening 17 with student affairs
 - i. Monday, 9/20 at 3 PM

- f. October
 - g. November
- 7. Law School Coffee Mingle
 - a. Bi-Weekly (students, faculty, and staff) are invited
 - b. What date/time do we think would work best for everyone?
 - c. Should we partner with other groups aka have sponsors for each event?
- 8. Event with another grad school per month
 - a. September
 - i. Med - Wharton - Law
 - b. October
 - i. LLMs [maybe move to november]
 - c. November
 - i.
 - d. December
 - i.
 - e. January
 - i.
 - f. February
 - i.
 - g. March
 - i.
 - h. April
 - i.
- 9. CSR Constitution
 - a. Edits should be voted on by the entire student body
 - b. Change Name
 - i. Student Senate
 - ii. Student Bar Association
 - iii. Student Government
 - c. Amendments?
 - i. Committee procedure/structure and VP responsibilities
 - ii. Monthly committee assembly meeting
 - iii. Early reception
 - iv. Ranked choice voting
 - d. Bring proposed edits by 9/19**
- 10. Misc.
 - a. Do we want to restart the CSR teams account (or something like a Google Drive etc.)
 - i. No.
 - b. Noor to talk to Dean Lin:
 - i. Headshots for those who haven't done them yet
 - ii. Printing dollars
 - iii. Coffee in the courtyard and more snacks (healthy options)

- iv. Bi-weekly meetings Mondays at 4
- 11. Mental Health
 - a. Work with student affairs
 - b. Wellness committee
 - c. Therapy dog day - we HAVE to do this!
- 12. Transparency: keep everyone in the loop re: Dean Lin and other comms.

EMAILS TO BE SENT OUT:

- 1. Student sign up for the CSR lunches → include a google form/or the law school form
- 2. Student leaders RSVP for reception & budgeting overview
- 3. Elections/interest meeting
- 4. Email about the faculty/staff/student coffee hour (RSVP & Details)
- 5. Barristers Venue Reveal and ticket info

EMAILS:

13. Goals Priorities ==>

a. Apratim-

- i. Class registration - more transparency with waitlist, better timeline
- ii. Clinics- work w Dean Lin and Dean Ruger for more clinics
- iii. Online accessibility for remote people
- iv. OCS better communication
- v. More transparency on CSR - emails, committee selection process
- vi. Social- bar review, barristers
- vii. Keep track of goals

b. Randy

- i. Follow CSR constitution more closely
- ii. Connect with students on faculty committees
- iii. More disclosure and open invitation for decisions within CSR

c. Matt

- i. More defined and present VP role- check in w committee chairs?
 - 1. Consider new committees if we need (social?)
- ii. Be proactive in starting events up again
- iii. Improved communication with administration- more semi-regular meetings with tpic ocs stu affairs etc
- iv. Intra-CSR bonding (mini-retreat?//dinner?)

d. Caitlin

- i. Better communication, keeping eachother up to date
- ii. Mental health initiatives → think more robustly to make students feel supported
- iii. More available avenues for questions
- iv. Community building;
 - 1. maybe 2L/3L welcome back event
 - 2. Family and friends weekend
 - 3. Dogs
 - 4. Snack tables?

e. Noor

- i. Diversified experiences - boosting opportunities across the university and within the law school
- ii. More active role as csr - monthly meeting with presidents from other student orgs, committees
- iii. Create a bigger CSR presence on campus, make students feel comfortable reaching out
- iv. Community building- facilitation of meetups (make reservations, excel sheet signup), philly food tour
- v. Guide for next year's CSR board

- vi. Calendar for CSR
- vii. Have dedicated point people for each initiatives