UNDERGRADUATE STUDENT GOVERNMENT
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Summer Meeting #1

Meeting Date:	June 19, 2018	Meeting Time:	8:15 P.M. - 9:30 P.M.
Location:	USG Conference Room	Note Taker:	Andrea Soto

Attendees:	
Radhika Kalani | President	Emma Jorgensen | Executive Vice President
[ABSENT] Raul Cruz | Executive Treasurer	Andrea Soto | Executive Secretary
Aaron D'Souza | VP of Student Affairs	[ABSENT] Kendra Lojano | VP of Campus Affairs
Carlton Maddix | VP of Academic Affairs	[ABSENT] Mark Vilk | VP of Legislative Affairs
Blossom Chen | Chair of Graphics	[ABSENT] Justin Broomfield | Chair of Finance
[ABSENT] Nicole Pung | Chair of Marketing	Ray Colon | Chair of Appeals
[ABSENT] Dakshatha Daggala | Chair of Clubs & Organizations	Aziz Sanogoa | Representative Senator
[ABSENT] Elizabeth Barzman | Representative Senator	Erick Ventura | Representative Senator
[ABSENT] Jerick Venutrina | Representative Senator	Joshua Castillo | Representative Senator
[ABSENT] Julienne Guzman | Representative Senator	[ABSENT] Kayla Rivera | Representative Senator
Lewis Diep | Representative Senator	Mohammed Walid Shahid | Representative Senator
Ryan Zhang | Representative Senator	

Reports

1. **Radhika Kalani | President**
   a. Radhika: Hi everyone welcome to our first summer meeting. I asked some of you to join some committees and I sent the people who volunteered an email about a meeting that will happen eventually. I was also playing around with the website and basically in order to change it we have to get rid of everything completely. I don't know how exactly I am going to go about this but I think I am going to use a free trail to play around with it. I also have a group chat set up for people who want to help out with the website so if you want to join let me know but I won't be doing much yet because of work.
2. **Emma Jorgensen | Executive Vice President**
   a. Emma: I have two PowerPoint presentations and this first one is a general overview of how senate meetings will go. You can also look this up on google as "Robert's Rules". It's fun to learn all of them but I am just going over the main ones.
   b. Rad: We will also send these later.
   c. Emma: So to start let's go over quorum which is the minimum number needed for a senate meeting to run.
   d. Rad: What is quorum Ray?
   e. Ray: It's on the presentation, a minimum number to run a senate meeting.
   f. Emma: Yeah, it's a real thing. Next thing is passing of the minutes. Andrea will let you know when those are available before each meeting. Definitely go through the minutes and edit if need be.

g. Emma: Reports! All of you are welcome to give one and you can do so before any meeting. I will send the agenda to your emails and you can just add them on the google doc. When is it appropriate to give a report? Well to give you guys an example, give a report if you're doing something big that may be interesting or want to keep people up do date. For example, I have been talking to the science department because they are in need of magnetic stirrers so it would probably be a good idea to do a report on it to the rest of the senate to provide updates.
h. Emma: For unfinished business, this is basically the part in the agenda are things we didn't finish in the previous meeting or something mentioned in a previous meetings. Adjournment is the end of a meeting and we vote on it. Sometimes they end abruptly because people are really tired out. Recesses happen sometimes during long meetings if people need a break. Ease is to take a "chill pill" if meetings get too rowdy. Does everyone understand this?
i. Emma: For motions, for example, statements like "I motion to allocate UCLA X amount of money," can only be made by and then another senator has to second it. If we only motion and then vote it doesn't count. Someone needs to second. Amendments can only be voted on once. You can change it by motioning an amendment. We can do soft votes to keep discussions going. I can also do a call to order if you guys get too rowdy. The e-board cannot motion or second things themselves. We can only say things like "I entertain the motion to" but cannot motion. So summer senate meetings are informal but real meetings will be much more serious with people taking notes, The Ticker, and OSL present.
j. Emma: Now moving into how to throw an event. Anyone can throw an event not just Aaron and Kendra, which is why I am covering this. First, you need to plan the timeline: please talk to me and Savannah to establish this. I can be your facilitator and get you the right contacts but you should start planning 5-6 weeks in advance. Four weeks prior to the event, you must confirm the logistics which includes basically everything: room, speakers, food, etc. For off-campus events you will definitely need to have a meeting with security. The one thing I will also add is that ask fellow senators for help when you are throwing an event. We always need volunteers. If you need to get a room, you can do so through here [referring to slides] or you can email Savannah. We also may be serving alcohol again at some USG events but we have to wait and see.
k. Radhika: Just to check if everyone is awake, what's quorum?
l. Erick: The minimum amount of people to run meetings.
m. Emma: Great! Moving on to something kind of strange regarding showing movies. You need permission to show any kind movie even if it's on Netflix but this only applies to events.
n. Andrea: Only for official events, if you're just watching a movie with a group in the suite, that's informal and not an event so it doesn't matter.
o. Emma: For marketing, please email Blossom 3-4 weeks in advance for her to make a flyer. She has a lot of work to do and needs to know things in advance. Also, let Nicole know at the very least 2 weeks in advance as well so she can start marketing. It is your job to get everyone to change their profile picture or banner in the event of a co-sponsorship. Co-sponsorship can also come in the form of marketing not just money!
p. Emma: Also, another helpful tip for events is to call your vendors. This is better than emailing, right Anna?
q. Anna: Phone, yes, but also use email so you have things in writing.
r. Emma: Good point. So when you call a vendor, and you need for food for 200, always say you are ordering for 175. Also, always ask for an invoice. There are a lot of rules just please read over the PowerPoint.

s. Rad: If you need help, please ask.
t. Emma: Payment for vendors! It is your job to do so, it falls on you. So if you plan an event, make sure your vendors are paid. Submit the following paper work [referring to PowerPoint], is this right Anna?
u. Anna: Yes but my biggest advice is check with Raul to see if the bids are fine, and also if the accounting unit has the vendors' w9, to check if the flyer is valid, and so on.
v. Emma: Now on bids! On this form you need to fill out multiple vendors and fun fact you can actually pick the non-cheapest vendor if you have a good reason to support it. If you ask for a lot of money you need a lot more bids. That's what I am doing for this retreat.
w. Emma: Now going into co-sponsoring vs co-hosting. Co-host means that you and another organization or club make the event happen together and this happens, for example, if people want to have alcohol at an event. Since USG is the only organization on campus that is allowed to serve alcohol, co-hosting would be the best option. So for example, if ALPHA wants champagne for at their event for their graduates, then they would choose to co-host. Also, going into connections with clubs, it is on you to reach out to clubs. I don't know everyone so I may not always be able to connect you with certain clubs. Try to walk through the club suite so you get to know people. This was a tip I picked up from Nardine. For a co-sponsorship email, make sure it is nice and friendly and will have your USG sign off
x. Mohammad: What if we want help from the club and they're not asking for our help?
y. Emma: It could happen but it would be really rare to let's say get money from the club and honestly if we reach out to a club ourselves for co-sponsorship, it would probably be to ask for manpower and marketing.
z. Rad: What about co-hosting and money?
aa. Emma: I think we pay for the alcohol and that's how it works but I am not sure. Going back to events, don't overestimate attendance, ask for help and be sure delegate yourself and not rely on others to do so.
bb. Emma: Going into the retreat, I booked 24 spots so there will be some non-senate members coming and I will have an application out.
cc. Carlton: Do we have to apply?
dd. Emma: No, you could if you want but you are required to go.
ee. Carlton: How long is the retreat?
ff. Emma: Just one night.
gg. Carlton: I need a dog sitter.
hh. Emma: We should bring your dog! I will ask OSL if that's allowed
ii. Mohammad: The place is a farm?
jj. Emma: I was looking into ocean sides but we aren't allowed to swim so this seemed like it made more sense.
kk. Josh: Wow, it's actually really nice.
ll. Emma: We will take the Metro North and then we will pay for your 3 minute Uber. I will be touring the location sometime after work around 8 pm
mm. Josh: When?
nn. Emma: I will let you guys know.
oo. Ray: And this is only an option? It's not set in stone right?
pp. Emma: This is pretty set in stone. Club Getaway said no originally and it wouldn't have been possible before because they serve alcohol on the weekends. But this is cute.

qq. Mohammad: So what about food?
rr. Andrea: I also have a list of everyone's dietary restrictions.
ss. Mohammad: Can we please also look into going to Club Getaway?
tt. Emma: Bailey Farms is also very cost effective so I will be checking it out to see if it's okay and also to see if they have AC and Wi-Fi.
uu. Mohammad: Club Getaway looks so cool.
vv. Emma: It is more expensive and we won't have it booked for ourselves. We would be grouped with people.
ww. Carlton: We can't swim but can we go on boats?
xx. Emma: No.
yy. Josh: So even though Club Getaway is shared it is more expensive?
zz. Emma: Yes. And most places don't take people for only one night which is what we need to do.
aaa. Rad: Let's do a soft vote on this. Just to recap, Club Getaway won't be just us, it will be with other people. We will have to do activities that will make us move and it is also more dangerous. But for Bailey Farms it will be nice to being on the farm and it will just be us. We can sit by the fireplace and make s'mores and it will just feel more home-y.
bbb. Andrea: Also Leadership Weekend and the T.E.A.M. Baruch retreats are similar to Club Getaway and this will be a different experience.
ccc. Josh: Yes, I like this idea.
ddd. Ray: Why can't we do Friday night? Might be more convenient.
eee. Emma: Probably not because of OSL. Let's do a soft vote for club getaway versus farm. I will have the itinerary done after I visit the location and work out logistics.

3. **Andrea Soto | Executive Secretary**
   a. Andrea: Hey guys so just wanted to quickly update you on the survival guides! We have been working on a lot of the content body copy wise and Nicole has set up a google sheet for photo sign ups as well. We are in the process of scheduling the professional photoshoot but it should be done in early July. Blossom has been working on the graphics portion of it so everything is really coming together. If you guys want to help out, please reach out to me and we will definitely find a job for you!

Unfinished Business

4. **Aaron D'Souza | VP of Student Affairs**
   a. Aaron: I don't know if you guys have heard of froyo but 16 handles caters now and I will do that for one of the summer events. Kendra is also busy so she may not plan the second event so if any of you have ideas, reach out.
   b. Rad: For the froyo, will they bring in machines?
   c. Aaron: No, I think they bring in the flavors and toppings.
   d. Ray: Can we do something that's not froyo?
   e. Aaron: Froyo is a good idea especially since not a lot of students are here. Also I am looking for a vice chair for the summer and then another one during the actual school year so it is fair and gives other people a shot.
   f. Erick: What if we do a lemonade stand for a summer event?
   g. Aaron: That could work.
   h. Ray: Can you have a Google Doc so we can just put ideas there?
   i. Aaron: Yea, I also had a form for my committee but you guys don't need to fill that out.

New Business

1. **Emma Jorgensen | Executive Vice President**
    a. Emma: I have been talking to the science department because they need metal stirrers. Some student named Anna reached out. I will look more into it to try to help them out. If anyone has questions about this, please reach out.
2. **Radhika Kalani | President**
    a. Rad: I want to have a clothing drive or do a charity event again so let me know if you have questions on this.
    b. Ray: Why don't we have a game night and whoever wins gets to pick their charity of choice.
    c. Emma: But it cannot come out of the budget, we have to raise the money ourselves.
    d. Aaron: Maybe if we do a suggested donation type of thing.
    e. Josh: We can do suggested donation and donate the whole thing.
    f. Ray: So they will still be playing and do a suggested donation thing.
    g. Rad: I was also looking into the dance-a-thon. We probably can't do all night but it could be really cool. I am not sure how it works, but I think whoever does so the longest then they get the most money raised.
    h. Ray: Why can't people just dance to get a prize?
    i. Rad: We want to raise money though.
    j. Arron: Can we do an event during convocation?
    k. Emma: We will have a table but I can ask Kevin and OSL to see if that is possible.
    l. Rad: We will have survival guides and some giveaways hopefully.
    m. Emma: Also, we are going to have an all USG retreat for everyone including people not on the table.

Adjournment

1. Motion to adjourn Senate Meeting #1 at 9:30 P.M. Motion Passes 9-0-1