

Meeting 9/25/25



INTERNAL EXECUTIVE BOARD MEETING MINUTES

Time: 6-7:30pm on 9/25/25

Location: Curry 342

Attendance:

- | | |
|---|--|
| ☒ Julian Herzing-Burkard | ☒ Grace Clemente |
| ☐ Dylan Lee | ☒ Kate Mittelhauser |
| ☒ Evan Murray | ☒ Jaden Adinkrah |
| ☒ Molly Culot | ☒ Benedikt Winkler |
| ☒ Luis Sarmiento | ☒ Misha Ankudovych |
| ☐ Devyani Anand (excused) | |

I. Intro

- A. CLS update
- B. RSA ex-officios / working with RSA
 - 1. Potential collaboration opportunities discussion
- C. What Kitchen Utensil Would You Be and Why? (*TIME PERMITTING*)

II. Confirmations (start at 6:15)

- A. Confirmed two elections board candidates
- B. Confirmed one appeal board justice candidate

Meeting 9/18/25



INTERNAL EXECUTIVE BOARD MEETING MINUTES

Time: 6-7:30pm on 9/18/25

Location: Curry 342

Attendance:

- | | |
|--|---|
| ☒ Julian Herzing-Burkard | ☒ Grace Clemente |
| ☒ Dylan Lee | ☒ Kate Mittelhauser |
| ☒ Evan Murray | ☒ Cecilia Watson |
| ☒ Molly Culot | ☒ Jaden Adinkrah |
| ☒ Luis Sarmiento | ☒ Benedikt Winkler |
| ☒ Devyani Anand | ☒ Misha Ankudovych |

I. Intro

- A. Operational Reminders
 - 1. Roster for leadership
 - 2. Meeting minutes
 - 3. Keep checking applications
 - 4. Keep letting Benedikt know early about room bookings
- B. External Affairs Calendar
 - 1. Discussed External Affairs Calendar
- C. New SGA Leadership Resources Page
 - 1. Discussed New Resources Page for SGA Leadership

II. Confirmations (start at 6:15)

- A. Confirmed 4 elections board candidates

Meeting 9/11/25



INTERNAL EXECUTIVE BOARD MEETING MINUTES 9/11/25

Time: 6-7pm on 9/11/25

Location: Curry 342

Attendance:

- ☒ ~~Julian Herzing-Burkard~~
- ☒ ~~Dylan Lee~~
- ☒ ~~Evan Murray~~
- ☒ ~~Molly Culot~~
- ☒ ~~Luis Sarmiento~~
- ☒ ~~Devayani Anand~~

- ☒ Grace Clemente
- ☒ ~~Kate Mittelhauser~~
- ☒ Cecilia Watson
- ☐ Jaden Adinkrah (excused)
- ☒ ~~Benedikt Winkler~~
- ☒ ~~Misha Ankudovych~~

I. Intro/Check-in (15min)

A. What is everyone working on right now?

1. Luis

- a) CPAB bike blitz - inc. sustainability
- b) Green book for sustainability

2. Misha

- a) Had an Appeal
- b) Interviews justices

3. Ceci/Kate

- a) Paw Print Pursuit!!
- b) Comms & Events starting
- c) Q&A with local city councillors
- d) Club leadership mixer
- e) Tailgates
- f) Alumni manager – new position. Mentor/mentee program up again for this year
 - (1) Professional development day with alumni
 - (2) Internal bonding event ideas
- g) Newsletter went out
- h) Instagram planning
- i) Photos
- j) BIG rep orientation
- k) External affairs calendar

4. Molly

- a) Co-op working group meeting



- (1) Co-op review platform – cooper (co-op eval system)
- b) AI Advisory Board
 - (1) Overall policy in AI for all NU students
- c) Dean liaison interviews
- d) Syllabus database workshop
- e) Quiet rooms in the classrooms in Snell
- 5. Dev**
 - a) Holistic Wellness Working Group
 - (1) Wellness Days!
 - b) UHCS – tackling that this semester
 - c) Volunteering at fall fest woo – Winter Fest want to do more
 - d) Incoming Student Guide – creating the incoming student guide on the website
 - e) Global experience – want to re-direct into impactful work and increase student #'s on working group
- 6. Grace**
 - a) Recruitment for committee
 - b) IAB at 5 members out of 9 – good for now
 - c) Reaching out to Latinx center about collabs
- 7. Evan**
 - a) Fully digital senate application platform
 - b) Senate applications open – 40 applicants already!
 - (1) DMSB WIN WOOOO
 - c) Final senate roster
 - d) Creating the new application for Spring Senate elections
 - e) Recruitment for senate leadership/ops positions
 - f) Office hours w/ a space!
- 8. Dylan**
 - a) Gov relations team meeting
 - b) 1 on 1's coming soon
- 9. Benedikt**
 - a) OPERATIONAL THINGS
 - b) Teams are starting to meet
 - c) Uh oh reminders...
 - (1) Not using room bookings, sga roster, meeting minutes, common application
- 10. Julian**
 - a) Summit
 - b) Tunnel Lockers for Clubs
 - c) T-shirt Board



d) Admin networking

II. Confirmation (15min)

- A. Confirmed an elections board candidate

III. Quick Items (5min)

- A. Leadership roster (action item)
- B. Off-Campus Engagement and Support (OCES) Tabling next Thursday 3-5pm
 - 1. Available to help table?
 - a) Evan Murray
 - b) Misha
- C. CIE keynote speaker nomination
 - 1. https://forms.office.com/Pages/ResponsePage.aspx?id=gcLuqKOqrk2sm5o5i5IV52qtCTC_7yBHnD4vOXpWg4tUN0IHn0FFQzJYT0NQVIZVNU1TVkxCUEVKSS4u

IV. Semester Budget (Remainder of Time)

- A. Discussed semester budget

Meeting 8/11/25



PUBLIC EXECUTIVE BOARD MEETING MINUTES

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- | | |
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II. Updates - 20 minutes

- A. Student Designed T-Shirt Board Update
 - 1. Where should proceeds from the t-shirt go to?
- B. Online Meeting Standard
 - 1. **Teams** vs Zoom
 - 2. Options
 - a) Use built-in teams meeting link for outlook calendar
 - b) Deactivate automatic teams link and put zoom link in the outlook calendar meeting invite
- C. Async Approval Reminder

III. Presentation & Discussion - 35 minutes

A. File & Email Management Presentation - 15 minutes

- 1. [Presentation by Diya Kumar, Information Manager]

B. Common Application - 20 minutes

- 1. Options to decide between:
 - a) Qualtrics
(1) 7 votes
 - b) Google Forms
(1) 3 votes
 - c) Google Docs
(1) 0 votes

IV. Confirmations - 50 minutes

- A. Confirmed our Director of Communications – Sophie Fidanque
- B. Confirmed one Elections Board candidate

Meeting 7/3/25



PUBLIC EXECUTIVE BOARD MEETING MINUTES

I. Attendance

- | | |
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| ☒ Evan Murray | ☒ Cecilia Watson |
| ☒ Molly Culot | ☐ Jaden Adinkrah (Excused) |
| ☐ Luis Sarmiento (Excused) | ☒ Benedikt Winkler |
| ☒ Devyani Anand | ☒ Misha Ankudovych (Excused) |

II. Updates - 15 minutes

- A. CONGRATS everyone for officially starting your terms!!
- B. CLS – update
- C. Student T-shirt committee – trying to get a meeting with Notre Dame committee
- D. Governmental Relations (Team) Board
 - 1. Dylan will be chair for now, team building will start in July
- E. First Steps! What is the first thing we are all tackling
- F. Starting VP Check-ins in July! Be ready for Dylan to reach out
- G. Heads up – Julian in Rwanda. Tell Dylan and Julian for anything in case Julian doesn't have connection.
 - 1. *If urgent and can't reach Julian, try Dylan*
 - 2. *Julian will still be available usually between noon-4pm EST on most days. Will send detailed availability for meetings later*

III. Discussion - 35 minutes

A. SGA Leadership Retreat

- 1. Plan for September 6th (Saturday) from 10am-3pm
- 2. What are all the training items / other SGA will speak to SGA? Could block around 1-ish hours for this. Bullets c) - f) would be short presentations (a few slides max, a few minutes each)
 - a) DEI training
 - b) Media training
 - c) *Room bookings and budgeting (for director-level)*
 - d) *Event planning procedure?*
 - e) *Google drive and email management*
 - f) *Leadership handbook reminder*

B. Reducing VP “burnout”



1. For returning VP's, what caused the biggest burnout last year and what can we change to reduce that burnout?
 - a) Last year shifted to internal organization instead of projects and what is happening with the student body
 - b) Spend more time for VP updates, for bouncing ideas off of other VPs, finding collaborations
 - c) Have more conversations where we are challenging each other and admin
 - d) VPs should know more about what each other were doing
 - e) Perhaps see how we can weave VP updates into senate
 - f) Long chains of commands waste time
 - g) Figuring out how things work EARLY, make it accessible to leadership
2. Dylan and Julian's ideas we plan to implement already
 - a) Using larger leadership slack more – not having everything go from OOTP → VP → Directors
 - b) Removing project memos, replacing with optional project starter templates for committees/boards and shorter project summaries
 - c) Making directors more in charge of individual committee/board website pages and keeping them updated, rather than VPs
 - d) Using SGA Leadership Retreat as opportunity to give directors resources/connections to remove needing to go through VPs
 - (1) Ensuring that we aren't removing requirement of VP approval
 - e) Utilizing leadership page on SGA website more to outline processes

IV. Confirmations

- A. Discussion on confirmation process for the year

V. Next Meeting

- A. August!

[TEMPLATE]



PUBLIC EXECUTIVE BOARD MEETING MINUTES

Time:

Location:

Attendance:

☒ ~~Name, Title~~

☐ Name, Title

I.

A.

B.

C.

II.

A.

B.

C.

III.

A.

B.

C.