

STUDENT ASSOCIATION MEETING
State University of New York, College at Geneseo



Student Association meetings are Wednesdays at 6:15 pm in the College Union Hunt Room. All are welcome to attend.

<i>Executive Committee</i>	
President:	Danielle Forrest
Vice-President:	Dean McGee
Directors:	
Academic Affairs:	Rebecca Coons
Business Affairs:	Dan Bach
Inter-Residence Affairs:	Katelyn Conway
Public Relations:	Amanda Dermady
Student Affairs:	Sarah Murtaza
Student Programming:	Patrick Oberle
Advisor:	Tamara Kenney
<i>PROFESSIONAL STAFF</i>	
Dir. of SA Programs,	
Personnel & Finances:	Kate Rebban
Administrative Assistant:	Nancy Chirico
Graphics Coordinator:	Kristen Fuest
Program Advisor:	Matthew Jordan
Service Manager:	Dianne Krenzer

MINUTES #1, Friday, June 6, 2008

Page	Business Meeting Agenda
1	<i>Call to Order, Approval of Agenda, Approval of Minutes</i>
1-2	<i>Updates</i>
2	<i>Old Business</i>
	None
2	<i>New Business</i>
2	01-0809: BE IT RESOLVED THE SA EXECUTIVE COMMITTEE approve the appointment of Tamara Kenney as Student Association Advisor through May 31, 2009 <i>First and Only Reading</i>
2	02-0809: BE IT RESOLVED THE SA EXECUTIVE COMMITTEE approve the appointment of Kate Rebban as Student Association Treasurer through May 31, 2009. <i>First and Only Reading</i>
2	03-0809: BE IT RESOLVED THE SA EXECUTIVE COMMITTEE approve the appointment of Haleema Murtaza as Undergraduate Student Association Elections Committee Chair through May 31, 2009. <i>First and Only Reading</i>
2	04-0809: BE IT RESOLVED THE SA EXECUTIVE COMMITTEE approve the appointment of Amanda Barbarello and Bob Schwitter to the Undergraduate Student Association Elections Committee through May 31, 2009. <i>First and Only Reading</i>
2-4	<i>Open Discussion</i>
4	<i>Adjournment</i>

Call to Order:

The Meeting was called to order at 2pm with all members of the Executive Committee present.

Approval of the Agenda:

Agenda was approved 7-0-0.

Approval of the Minutes:

None

Updates

President, Danielle Forrest updates:

She is planning the SA Exec retreat, meeting with Dr. Bonfiglio on Wednesday, and will meet with the insurance agent to sign insurance renewals. Also, she's been signing contracts.

Vice-President, Dean McGee updates:

He is taking applications for student senators. Anyone on the SA Executive Board can apply. He is also rewriting the CSA manual and working to find new place for rugby to play.

Director of Business Affairs, Dan Bach updates:

The Tech Services memo was approved.

Director of Inter-Residence Affairs, Katelyn Conway updates:

She's revised the IRC handout and made 1500 copies for Orientation. She's also talked to the IRC e-board for help with karaoke and bingo for orientation. She is also planning the summer IRC retreat.

Director of Public Relations, Amanda Dermady updates:

She's requested the listing of new students for the New Student Record mailing.

Director of Academic Affairs, Rebecca Coons updates:

College Bowl will not be happening; it is shut down indefinitely. She's working on AAC's constitution and bylaws as the revised version that was approved in April was not saved to the computer and the hard copy was not a complete constitution.

Director of Student Affairs, Sarah Murtaza updates:

She is working with Tom Matthews and Wendi Kinney on the Off Campus Packets.

Director of Student Programming, Patrick Oberle, updates:

He has been cleaning AC's office, has reserved space, and reworked the day of show binder. He is also working on the AC retreat.

Kate Rebban, Director of SA Programs, Personnel, & Finances updates:

She and Danielle will meet with the insurance agent to renew policies on Wednesday. Starting the paperwork for the annual audit.

Tamara Kenney, SA Executive Committee Advisor updates:

None

Open Updates

None

Old Business

None

New Business

01-0809: BE IT RESOLVED THE SA EXECUTIVE COMMITTEE approve the appointment of Tamara Kenney as Student Association Advisor through May 31st 2009.

First and Only Reading

Danielle explained the appointment is conducted every year. Tamara has expressed interest in continuing in the position. Danielle thinks she will be a great asset to the board. Pat asked if anyone else approached Danielle to be Advisor. Danielle said no.

01-0809, first and only reading, passes 6-0-0

02-0809: BE IT RESOLVED THE SA EXECUTIVE COMMITTEE approve the appointment of Kate Rebban as Student Association Treasurer through May 31st 2009

First and Only Reading

Danielle explained that Kate would be treasurer of SA. She has vast knowledge of policy, budgets and finances, and has confidence she'll do a good job.

02-0808, first and only reading passes 6-0-0

03-089: BE IT RESOLVED THE SA EXECUTIVE COMMITTEE approve the appointment of Haleema Murtaza as Undergraduate Student Association Elections Committee Chair through May 31, 2009.

First and Only Reading

Danielle took applications for the Elections Committee. All 3 wanted to be considered for the job, but Haleema stood out the most. Danielle reviewed the applications with Kate and they came to the same conclusions.

03-0809, first and only reading passes 5-0-1 with Sarah abstaining

04-0809: BE IT RESOLVED THE SA EXECUTIVE COMMITTEE approve the appointment of Amanda Barbarello and Bob Schwitter to the Undergraduate Student Association Elections Committee through May 31, 2009.

First and Only Reading

Amanda and Bob were the other 2 applicants and were both on the committee last year. Danielle felt it would be valuable for the committee to have this continuity.

04-0808, first and only reading passes 6-0-0

Open Discussion

Danielle had asked that representatives from the services and/or programs that Student Association sponsors tell a bit about their area.

Suzanne Sharp will be supervising the Late Knight Program. Late Knight is a great program for all students. She will be working with a Graduate student, Diana, from Canisius College. Any recognized student organization or a student could apply for a Late Knight Grant in the amount of \$300. There are Late Knight events that are planned by Suzanne and Diana. Suzanne will be sure the board gets a new t-shirt for Late Knight. Dan asked if there would be any new programs this year? Diana will be here 8/4/08. Some of the staple items such as the foam party will continue; "Regency" will be here for Weeks of Welcome. Suzanne also works with student groups on campus. She gets lots of questions about the difference between her office and

SA. She said SA is where you get the money, and her office helps with the rest. There is a new website for student organizations that is up and running. It's regularly updated and has the current list of recognized organizations. There are also updated policies on the site. Dean asked if the list has contact information. Suzanne said it did. Rebecca asked for when college recognition would be due. There will be Recognition meetings 9/16-9/19. Suzanne congratulated the new board.

Kristen explained the Graphics Office. In addition to designing printed materials, her other job is to improve and help maintain the services websites. She has recently updated those for unity. She keeps the SA site updated with the minutes; helps manage the print schedule for her position, stays updated on the latest trends and software. She subscribes to 2 different design magazines. Her graphics site is updated as new projects are finished. She wants to enter 2 design competitions each semester. If there are any tech issues with SA computers, contact her, not CIT. She has another goal for this year. It's called "Design Can Change," for a sustainable future. Jesse, from GEO, asked if he could be sent an email about the sustainability website.

Dianne Krenzer, the SA Service Manager, manages the Ticket Office. She has been here 11 years. The Ticket Office is more than just selling tickets, although all AC events and the Vacation Bus Program tickets are sold from this office. She handles lots of transportations questions due to the nature of SA providing transportation in conjunction with the college. She has worked with Amanda to secure next year's bus company (Grand Tours). Trailways will be used for the airport shuttle. When she returns in August, they will look into 2 additional drops; the airport and bus station. They are very service-oriented. She is able to offer printing of tickets for cultural dinners; however, they are not sold out of the office. She said they don't want to take that away from the organizations. She offers the ticket printing service to outside groups, such as St. John Fisher. Cash boxes are offered through the office, however, only SA-funded groups receive petty cash for their boxes. A Fax Service is also provided out of the office. She will do a new poster for the service when she returns in August. She runs consignment sales with SA groups selling fundraising items. It's a better checks and balance with the organizations. She is going to look into a SA service for textbook exchange. The Provost may be doing it, if the college isn't, she will be working on it. She also takes all funded and non-funded deposits through the office. There are 6 student staff members on payroll. She works with the Limelight and Accents chairs and attends the APAP conference each January.

Carey Backman described her connection is three-fold: Advisor to AC, Coordinating Tech Service and co-supervising the Program Advisor with Kate. Most of what tech does is support student organization events on campus.... It is \$11/hr for student groups. Tech Service does some academic events and some outside events. Tech has a tiered system of supervision. She has 2 under her for scheduling and maintenance. There is also a Training Coordinator. All tech service employees are trained continuously throughout the year. She currently needs a training coordinator. There is usually a student crew of 25 people. The crew gets email of events that are needed to cover, and they sign up. Most coordination is done on-line. A new website with a revamped form has been created. Tech requires 2 weeks notice or there are late fees. The tech room has approximately \$50-\$60K worth of equipment. Any type of event can be teched. In her experience, there are very few student governments with this type of service. She also runs the Upstate Escapes program. They have moved to a grant based program and groups are eligible for up to a \$300 transportation grant. There is not as much planning upfront as there was before. They will still offer athletic events and an "Eco-Service adventure." There are plans to see "*Chicago*." They still need to go through Carey to plan, but the organizations are responsible for all publicity. The Program Advisor is a co-supervised position. The PA works primarily with AC and works on the same events as Carey. It's a learning opportunity for the individual. They have a certain level of understanding of the field, but can grow from there. Matt Jordan has been hired and will be trained for 2 weeks.

Kate described Nancy Chirico's position as Administrative Assistant. She is a 9-month employee and does not work during the summer or semester break. Her responsibilities are to answer phones, supervise the work-study student, recount and deliver all deposits, keep track of SA contracts, oversee the non-funded accounts and do billing and payroll for Tech Services. She also reviews check requests as they are submitted, compiles the

check run for delivery to CAS and picks up and distributes checks and financial statements. If you need a Wal-Mart or Wegman charge card or a charge authorization, she, Kate or any member of SA Exec can sign them out for organizations. She also reconciles the monthly statements that SA receives. When groups need to order items that can't be purchased locally, Nancy will place those orders and notify the groups when they are received.

Kate gave a brief description of her position as Director of SA Programs, Personnel & Finances. She co-supervises with the SA President, the Service Manager, Administrative Assistant and the Graphics Coordinator. She co-supervises the Program Advisor with Carey. She also coordinates the search/selection process for the Student Association. She reviews all check requests for accuracy and appropriate expenses, reviews and maintains the financial statements, creates monthly general ledger entries, serves as a resource for student groups, works with the Director of Business Affairs to hold training sessions with treasurers. Works with CAS on all fiscal matters including the preparation and review for the annual audit. Serves on the Fee Review committee and works with the members of USAEC and Student Court. During the summer she keeps track of the SA contracts, makes deposits as necessary and orders supplies as needed.

Jesse, from GEO, asked how organizations change their web address and email? Does SA have anything to do with it? He was advised to talk to CIT. Also, can they use their budget over the summer? Kate told him budgets are available to spend as of June 1st.

Adjournment

The meeting was adjourned at 2:45pm.

Respectfully Submitted,

Kate Rebban
Recording Secretary