SAA Board Meeting-Last Official Meeting of the 2017-2018 board

December 06, 2017

Scholz Garten @5:00pm

Elections:

* I will send out another email on Friday to remind the due date on Saturday at midnight
* Webmaster manual needs updated, other positions should come up stuff they need to pass along to new board
* Update manual

Items to pass along to the new board:

* Update the security for events
* Create a code of conduct and how to report violations
	+ UXPA gave us an example to use
* Updating dues
	+ Zipper bag for dues
	+ Ledger with cash box for member transaction
* Maybe have monthly chapter meetings
* Maybe have monthly board meetings
* Work with other student organizations so there is less overlapping
* Get another locker for the lockers
* ADDED ON 12/12/17: Dr. Galloway has brought up the fact that SAA has not been digital archiving any of our records since 2013. She suggested that this project be made into a capstone opportunity. We suggest to the new board (in particularly the Secretary and Webmaster) to talk with Dr. Trace, Dr. Galloway and Beth Hallmark about creating a capstone for this project, as it is too much material for the Secretary or Webmaster to do on their own.

Treasurer needs more oversight

* Treasurer ledger
* Vice president verifies the transaction with financial advisor for the ISchool
* Once a month or semesterly balancing of deposits

Archives Month:

* Make it a week of events
* Offer to volunteer at Archives Bazaar

Website:

* Discuss switching to wordpress?
* Need a website?

Archivist:

* Secretary and Webmaster talk with Galloway together to tag team the process

Annual Report:

* Grace and I will work work remotely with help from everyone
* Due December 31

Funds:

* Coop grant of $200 we spent $70 so Grace needs to send in receipts
* DId not use $80 SGA Grant, sent justification
* Maybe able to use Coop grant for Allyship training

 Tshirts

* Veronica needed approval for UT on the shirts.
* Grace will not be able to pick up someone else will need too