Officer’s Meeting Minutes 11/10/18

* Attendance: Drew, Rodrigo, Mandy, Jenny, Danielle
* Elections
	+ Extending nominations to 11:59 tonight (November 10)
	+ Elections start Monday, November 12, 9:00am-Friday 16 at 11:59pm
		- Hornslink
	+ Send out email to new officers
* Make list of information to pass on to next officers
	+ Passwords
	+ Locker combinations
	+ Make sure officers are in touch with Ida for financial information
	+ Talk about future events that are already in place
	+ Inventory of cabinet
	+ Hornslink
	+ UTBox—documents and forms
* Spend GSA, Senate Council, Social Justice funds by December 10
	+ Buy stickers and other SAA swag for future events, restock supplies
* Events for Spring (to suggest to next officers)
	+ Records management workshop
	+ Put next officers in contact with Peace Elementary School about archiving project
	+ Possible capstone opportunity offered by Porcia Vaughn from PCL—archive for Texas renewable energy
		- Creating and designing digital plan with workflows
	+ Mary Beth Tonka—Pickle—Capstone opportunity—looking for someone to develop an access database using SQL; the Texas Archaeological Society
	+ Possible talk in the spring as outlined in Amelia Acker’s email
		- Ask next officers if they are interested
	+ Continue TAVP volunteer opportunity
	+ DSpace arching project with Dr. Galloway
	+ Hornslink fundraiser—Application due November 21
	+ Forty for 40 fundraiser
* Meet with new officers for turnover
	+ A Friday or Sunday at the end of November