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