

Officer Meeting Agenda

17 January 2021, 4:00 - 5:00 PM EDT

Zoom [Link](#), Password: 1885

Attendance

(4:00 PM)

Position	Name	Here? (Yes)
President	Marianne	Yes
Vice President	Megan	Yes
Grad Vice President	Kelly	No (in lab)
Secretary	William	Yes
Treasurer	Eric	Yes
EVP	Arjun	Yes
EVP	Judy	Yes
Service Coordinator	Kritika	Yes
Campus Outreach	Atishay	Yes
Activities	(soon)	
PD	Ranadeep	Yes
K12	Erik	Yes
K12	Simon	Yes
Chapter Development	Kate	Yes
Publicity	Maxwell	Yes
Historian	Matthew	
Membership	Abby	Yes
Advisor	Kyle	Yes
Advisor	Benson	Yes
Advisor	DFM	:bacon:
Advisor	Ike	Yes

Advisor	Eshita	
Advisor	Angelo	No
Advisor	Kominsky	
Advisor	Adam	Yes
Advisor	Pritpal	Yes

Updates

(4:00 PM)

Executive Team

President (Marianne)

I. Key Accomplishments:

- A. Officer 1-on-1 meetings half completed! Thanks!
 - 1. Still need a couple people to [sign up](#)
- B. Mailout done! Thank you to those who volunteered to help :)

II. Roadblocks:

III. Next Steps:

- A. Finish Officer 1-on-1 meetings
- B. Poll actives for 3rd Actives day of week
- C. Keep advertising chair application
- D. Send you meeting slides
- E. [Activities officer nominations?](#)

Vice President (Megan)

I. Key Accomplishments:

- A. Had 1:1 with Marianne
- B. Mostly edited electee packet

II. Roadblocks:

- A. Are we keeping to the same electing requirements as last semester? (and what are they?) [Need to clarify if they'll be the same as last semester](#)
- B. Need some info from individual officers, will be reaching out via Slack
- C. Need more officer/advisor [fun facts](#) pls!
- D. Also more [team leads](#), please ask your friends or sign up

III. Next Steps:

- A. Figure out invitation email system and add prospective electees to website
- B. Plan Alt 1st Gen

Grad Vice President (Kelly)

I. Key Accomplishments:

- A. One-on-one with Marianne yesterday

- B. Finished invitation email and mostly updated grad electee packet
- II. Roadblocks:
- III. Next Steps:
 - A. Alt. First Gen with Megan
 - B. Excited to have Grad Activities chairs!

Secretary (William)

- I. Key Accomplishments:
- II. Roadblocks:
- III. Next Steps:
 - A. Set up office hours and contact info
 - 1. Joint office hours - team leads, please coordinate with your team!
 - B. 1 on 1 with Marianne

Treasurer (Eric)

- I. Key Accomplishments:
 - A. Compiling budgets
- II. Roadblocks:
- III. Next Steps:
 - A. Finish officer 1-on-1s and budget before next AB meeting

External Vice Presidents (Arjun & Judy)

- I. Key Accomplishments:
 - A. Honors Brunch Committee signups sent out
 - B. Rice Award Application sent out
- II. Roadblocks:
 - A. May not have enough faculty volunteers for honors brunch
- III. Next Steps:
 - A. Send out career fair webmaster application
 - B. Send out career fair logo design form
 - C. Form honors brunch committees
 - D. Send out First Year Student Award application if not already done
 - 1. Kyle: data received recently, will be on to do list for upcoming week

Events Team

Service Coordinator (Kritika)

- I. Key Accomplishments:
 - A. Established events team budget
 - 1. Activities budget? Tried estimating with ideas left by Susan
 - 2. Will be refining once we actually have an Activities Officer
 - B. Reaching out to other orgs about volunteering has been successful: meeting with HKN to plan joint virtual service events, oSTEM and NSBE interested in collaborating but no event specified yet, we may be helping GradSWE with 4th grade outreach

1. K12: Can we count the GradSWE events purely as service hours rather than K-12 hours? We need more volunteers for our own K-12 events. (suggestion raised by Kritika; agreed by K-12 officers; want to make sure this is okay to the Officer Corps)
 - C. Added a few service events to the calendar: APO Blood Battle (in person) and SEFMD virtual judging
- II. Roadblocks:
- A. Not many project lead sign-ups (besides people who already signed up last semester and are returning)
 1. Will push more during 1st Actives
 - B. Could use a few more volunteers for Blood Battle
 - C. Need to find a way for Zooniverse etc. to be available asynchronously
 - D. Do we want to have in-person outdoor service events this semester? (i.e. park cleanup, nature preservation etc)
 1. Marianne: It's possible but requires advanced planning. See the CoE's [Winter 21 Student Organization Guidelines](#). In particular, "Any students traveling outside of the University of Michigan-Ann Arbor campus for student organization business **must** complete the [Student Registration for Engaged Learning Activity form](#) provided by [U-M Engaged Learning](#). This must be completed by each individual student that is traveling." Probably cap the event at 25 participants and block sign-ups at least a week ahead of time. LMK if you create a plan for it, and I can send an email to make sure it's okay!
 - 2.

III. Next Steps:

- A. Will publicize project lead opportunities more during First actives and try to reach out to specific people
- B. Will publicize Blood Battle during First actives
- C. Schedule more service events after meeting with other orgs this week
- D. Get started on events that already have project leads

Professional Development (Ranadeep)

- I. Key Accomplishments:
- A. Set up a Professional Development roadmap to outline goals for this semester
 - B. Working on reachouts
- II. Roadblocks:
- III. Next Steps:
- A. Finalize events plans
 - B. Coordinate with ECRC for virtual career workshop(s) planned this semester

Campus Outreach (Atishay)

- I. Key Accomplishments:
- A. Tutoring system up and running

1. Distributed tutor signup link to partner orgs
 2. 10 or 12 tutors signed up!
 3. For TBP members who are tutoring outside of our system, how does this work? → are they getting paid/credit
 - a) If they are not being compensated, could give them credit
- B. Working on reaching out to potential MLK speakers
- C. Had one on one with Marianne (budget, goals finalized)
- II. Roadblocks:
- A. Need to update the tutoring request link on website (if not done already)
- III. Next Steps:
- A. Plan MLK luncheons, first game night
 - B. Reach out to chair
 - C. Discuss WECE study group event

K-12 Outreach (Erik & Simon)

- I. Key Accomplishments:
- A. Reached out to AAPS about HSP, MindSETs, and the potential AP tutoring
 - B. Set up forms for YPT training and background check
- II. Roadblocks:
- III. Next Steps:
- A. Meet with CSD project leads, MBD chair (Greg) and BSA rep on Monday
 - B. Meet with MindSET chairs
 - C. Reach out to other TBP chapters for HSP

Activities (~)

- I. Key Accomplishments:
- II. Roadblocks:
- III. Next Steps:

Chapter Team

Chapter Development (Kate)

- I. Key Accomplishments:
- A. Picked a few ideas from old lists to get started on this week
 - B. One thing that came up a few times was “Alumni Events/Networking”
 1. Reach out to Kyle about this
 - C. Found an interesting document with ideas for events in different areas (service, activities, PD) [New Initiatives 2 4 2014.pdf \(umich.edu\)](https://umich.edu)
- II. Roadblocks
- III. Next Steps:
- A. NI next week will be about what actives want to get out of TBP and how we can improve the active experience
 1. Simon: maybe ask the actives to fill out the climate survey?
<https://tbpmi.ga/climate-survey>

Membership (Abby)

- I. Key Accomplishments:
 - A. 1-on-1 with Marianne
 - B. Established budget and timeline for the semester
 - C. Guide to active status has been initiated
- II. Roadblocks:
- III. Next Steps:
 - A. Finalizing active, DA, and PA [requirements](#) (need to double check available hours vs requirements as best I can)
 - B. Decide TBPals weeks
 - C. T-shirts (sizes, distribution with bents/certificates?)
 - D. Test out if we should keep doing something like an after-meeting game like was done at Zer0th Actives

Publicity (Maxwell)

- I. Key Accomplishments:
 - A. Completed 1:1
 - B. Successfully sent the first weekly announcement email of the semester!.
 - C. Started semester photo/ video contest (submit at :
<https://tinyurl.com/TBPhotosVideos>)
 - D. Get ready for TikTokBP!!! We are the first tbp chapter nationwide on TikTok!!!
 - 1. Follow tbpmig on TikTok [here](#). (<https://vm.tiktok.com/ZMJK28Vh9/>)
 - 2. Check out our first two TikToks [here](#) and [here](#).
- II. Questions: (both brought up in previous new initiative meetings)
 - A. How to encourage, promote, or incentivize electees and activities to follow us on social media (in particular Instagram and Facebook)?
 - B. What are thoughts about asking electee teams to create their yell as a TikTok?
- III. Next Steps:
 - A. Continue sending out weekly announcement emails with gifs :)
 - 1. Reach out about stuff you want included! By tonight
 - a) Email for additional announcements (in addition to events already on website)
 - B. Continue to work with Marianne to plan a TikTokBP officer bonding event (as a prototype for a potential social event this semester as well)!!!

Historian (Matthew)

- I. Key Accomplishments:
- II. Roadblocks:
- III. Next Steps:

Advisors

- I.

Points for Discussion

(4:30 PM)

- I. (Arjun) Could we give service credit for submitting a career fair logo design like we do with the photo contest? Maybe $\frac{1}{4}$ of an hour per submission up to some limit
 - A. Marianne: maybe one submission per person, but like the idea
 - 1. Slack Arjun if you have any additional suggestions
 - B. Adam: Who selects the design? → officer corps
 - 1. Might as well give credit for any design submitted
 - C. Benson: opposed to awarding service hours, but for awarding (maybe like a 25 dollar gift card or something) → might as well showcase at banquet too
 - D. Pritpal: is in fact a service, not opposed to awarding service hours, also would be fine with multiple submissions
 - 1. Ultimately should be up to president and service coordinator (on deciding whether to award service hours, etc)
 - E. Megan: be careful with language for having limits on submissions (maybe just one submission counted for awards, but multiple submissions encouraged)
 - F. Ike: agree with Pritpal, should be more than a quarter credit hour
 - G. John: definitely incentivize, have a competition and advertise widely
 - 1. Arjun: Could be members outside of TBP submitting designs too, so not too sure about the competition. SWE incentivizes logo design submissions!
- II. Recreation of chairs/committees (Benson)
 - A. Motion to implement amendment below (B)
 - 1. Seconded
 - 2. Discussion
 - a) Benson: want to keep the positions for now, have more time to discuss how to move forward (such as institutionalizing it, clarifying goals and responsibilities, etc)
 - (1) For now, just a semester thing but could be changed (multiple people, chair vs officer position, etc)
 - 3. Voice vote
 - a) No objections, motion passes unanimously
 - B. Amend Bylaw Appendix H Section k by amending the language to extend the position's existence through Winter 2021.

DIVERSITY, EQUITY, AND INCLUSION CHAIR(S) The Diversity, Equity, and Inclusion Chair(s) will assist the executive team and advisory board in developing, refining, and implementing Diversity, Equity, and Inclusion related policies, programs, and activities within the chapter and in the broader community. The Diversity, Equity, and Inclusion chair(s) will lead the Diversity, Equity and Inclusion Steering Committee; will be a member of the chapter team; and will report jointly to the Chapter Development Officer and the President. This position will exist for the Fall 2020 Winter 2021 semester.

- C. DEI Steering Committee expired last year, want to extend it through the end of this semester. This will provide time to decide how to move forward. Ad hoc committees can last for up to three years.
- D. Motion to implement amendment below (E)
 - 1. Seconded
 - 2. Discussion
 - a) John: Point of information - did we have the “minimum of 3 other members” last semester? → no, mostly advisors and officers, but we should keep this criterion since we want more participants
 - (1) DFM: Were requirements of the committee met?
 - (a) If not met, what happens? → Benson: chapter of late has expressed interest in this area, committee has been present and busy with stuff so far
 - (i) Kritika: these were met last semester
 - (ii) Benson: any additional people encouraged to participate, regardless of role. With that said, limits were implemented to encourage general member participation as well as to prevent situations where too many people are slowing things down.
 - (b) Of course, if no one expresses interest it will die
 - (2) Maxwell: will it meet to decide how to institutionalize, or to further DEI initiatives for the chapter (the second is the role)
 - b) Can have people in addition to the official committee members being present at meetings, definitely encourage involvement
 - 3. Question called
 - 4. Voice vote
 - a) No objections, motion passes unanimously
 - E. Amend Bylaw Appendix G Section a to extend the DEI Steering Committee to exist through the end of Winter 2021.

DIVERSITY INCLUSION AND EQUITY STEERING COMMITTEE This committee will be chaired by the Diversity, Equity, and Inclusion Chairs and will serve to assist them in coordinating the DEI activities of the chapter. This committee will consist of a maximum of 2 members of the officer corps, excluding advisors, and a minimum of 3 other members including initiated members and candidates / electees. The committee will work with the executive team and the advisory board to refine and develop the chapter’s objectives with regard to Diversity, Inclusion, and Equity as well as to implement such objectives. The committee will submit a report of its activities and progress to the chapter via the Cornerstone at least 2 times per semester. This committee shall cease to exist on December 31, 2020 May 1, 2021.

- III. Approval of chairs (results from chair application [here](#))
- A. Professional Development
 - 1. **Judy Liu**
 - B. DEI
 - 1. **Carla Nathaly Villacis Nunez**
 - 2. **John Serger**
 - C. Grad Student Activities
 - 1. **Brittany Rupp**
 - 2. **Corrine Din**
 - D. Merit Badge Day
 - 1. **David Martel**
 - 2. **Gregory Su**
 - E. MindSET
 - 1. **Pauline Wang**
 - 2. **Trisha Dani**
 - 3. **Erin Lafrenz**
 - 4. **Natalie Bower**
 - F. Campus Outreach
 - 1. **Angela Deng**
 - G. Banquet Arrangements
 - 1. **David Martel**
 - 2. **Ike Smith**
 - 3. **Ranadeep Mitra**
- IV. Judy: any ways to encourage people outside of the officer corps applying for chair positions?
- A. Marianne: advertising more should definitely help
 - B. Megan: Electees can be chairs too, so advertise at 2nd Gen?
- V. Benson: Motion to postpone consideration of chairs until next week since we still don't have an Activities officer (complicates things for chairs like for Banquet)
- A. Motion withdrawn
 - B. Arjun: Ways to confirm some chairs now?
 - 1. DFM: yes, might as well confirm everyone now → can still have additional people apply
 - 2. Pritpal: would be reluctant about confirming Banquet chairs
- VI. Motion to approve all chairs above except for the Banquet chairs.
- A. Seconded
 - B. Bylaws:
 - 1. BANQUET ARRANGEMENTS CHAIR The Banquet Arrangements Chair will work with the activities officer, the service coordinator, and the executive team to plan and execute the chapter's semesterly end of term banquet.
He/She serves on the Events team.

VII. Discussion

- A. Pritpal: Have applications been looked over? Is 4 MindSET chairs too much?
 - 1. Marianne: looked over applications, all look reasonable
 - 2. Simon: had four MindSET chairs last semester, worked all fine
- B. Benson: Concerned about the lack of non-officers. What do we want out of all these chairs? How will responsibilities be delegated, etc. Concerned about multiple people for these chair positions without committees existing.
 - 1. Kate: Suggesting that we should make committees for these chairs (like a MindSET committee)? Or that we should have more people filling roles in existing committees.
 - a) Benson: Yes, with K-12 Outreach for example, might make sense to form a K-12 Outreach committee for all these chairs.
 - b) Megan: Something we should definitely focus on in the future, but yes, would make sense to have committees for these chairs. K-12 is expanding for example.
- C. Marianne: would like to punt discussion on committees to the future, seems like we are in agreement on confirming these chairs.

VIII. Voice vote

- A. One objection
 - B. In the opinion of the chair, more than sufficient support for approving the motion, it passes.
- IX. No motion to approve Banquet chairs currently, will be discussed at a later meeting.

X. Electee Requirements for this semester

- A. Decision last semester: amended Appendix A in regards to electee requirements -
https://docs.google.com/document/d/1liwvaRh3hBHeGBqzcOHoLu5tHjBAz_zo/edit
- B. Megan: would like to finalize these before First Gen
 - 1. Invite officer corps to look the requirements over and see if changes could be made. Please let Megan know about these suggestions.
 - 2. Following social media accounts → would be fine with incentivizing, but making it a requirement is pushy
- C. Benson: suggest taking time to look these over → meeting with events people to see if requirements seem feasible with the activities available, etc.
- D. Marianne: will discuss this more in depth at the next meeting, once again please reach out to Megan about any suggestions you might have concerning these requirements.
 - 1. Summary:
 - a) 3 General Meetings
 - b) Elections

- c) Initiation
 - d) 7 Service hours including at least: should have the same if not more service events available this semester, will double check hours - Kritika
 - (1) 1 K-12
 - (a) DFM: Replaced with two-ish events, depending on the discretion of the K12 outreach officers
 - (b) Note to Megan/Kelly: consider that we had several “beta/testing” events that we might not have this semester.
 - (c) Simon: That said, we do have three more actual MindSETs this semester.
 - (2) 1 tutoring
 - e) 4 Social / PD
 - (1) At least one of each
 - f) 3 Electee Meetings
 - g) Mentorship/TBPals
 - h) Character Evaluation
 - i) Paperwork
 - (1) 6 Peer Interviews
 - (2) Electee Exam
 - j) \$100 initiation fee
- E. Was rescinded at end of last term so we need to amend to apply it to this term or adjust and then ratify new ones

Open Floor

(4:50 PM)

- I. (John) In our DEI Two-Year Plan, we included adding an additional DEI requirement for Actives and Electees. The thought was that we could require one DEI event within the category of PD requirements. Is this something that we can enact this semester?
 - A. Benson: what constitutes a DEI event?
 1. John: panels, discussions on DEI topics, intend to clarify what qualifies as a DEI event
 2. Benson: take the term to really map out how this may work
 3. Megan: would like to see what events are available, all other details members will need to feel confident fulfilling such a requirement
 4. Kritika: doesn't make sense to incorporate as a requirement while the DEI committee is still figuring out how to institutionalize/move forward
 - a) Get all that figured out before considering this
 - II. Atishay: discussion on study group will be at upcoming officer meeting