

Officer Meeting Agenda

11 November 2018

NI III

Updates

(3:00 PM)

Executive Team

President (Kevin)

- I. Election nominations
 - A. There are some nominations that will only show up when someone accepts the nomination. If they have already been nominated, send a personal email.
- II. New cart for bullpen?
 - A. Brendon, Caroline, and Reed see me after meeting
- III. Inventory
 - A. K-12, Membership, and Campus Outreach
 - B. Good to update this by the end of the semester, so incoming officers know what we have and so they don't have to take inventory while dealing with transition and it makes communication easier
 - C. Located in TBP officer files
 - D. Our financial policies require us to have this
- IV. No meeting 11/25 for Thanksgiving weekend?
 - A. Benson: We have filled out an agenda in the past and looked it over before the break. This also serves as a good drop deadline

Vice President (Angelo)

- I. Still working on plans for some of the electees

Grad Vice President (Andrew)

- I. Talking to Yujing Song
 - A. Has not formulated a plan for completing

Secretary (Adam)

- I. Eligibility Update
 - A. Everyone (if he/she is a student) is done!
- II. Catalog Cards
 - A. Undergraduate
 1. 46 have submitted their catalog cards
 2. How many do we have this semester? (can I have a list of usernames?)
 3. Will email the stragglers
 - B. Graduate

1. Will email a request for the catalog cards
2. Andrew can you now include something in your weekly announcements?

Treasurer (Albert)

- I. In the process of getting reimbursed by OSA for grad students at national convention
 - A. They submitted personal expenses, and we submitted flights and hotels
 - B. OSA gave these students all of the money.
 - C. Albert will follow up with John and Ethan to get money OSA sent them that should have been sent to chapter

External Vice Presidents (Zach & Josh)

- I. 2019 EVP application is closed now, we are excited about the applications.
 - A. 8 applications
 - B. Zach and Josh will get input from SWE and Kevin when selecting candidates
- II. New chair position approval (in discussion points)

Events Team

Service Coordinator (Eshita)

- I. Upcoming events
 - A. SAFE House Toy Room clean-up (Nov 11, 5-8pm)
 - B. Knitwits II (Nov 13, 7:30-9pm)
 - C. Sequoia Place V (Dec 5, 6-8pm)
 - D. Food gatherers (TBD)
- II. Partnering with Rackham Professional Development Program
 - A. Rackham is interested in partnering with us for providing a wider array of professional development events on north campus
 1. Rackham wants to establish a presence on North and is doing so by leaning on student orgs. They want to gather information from grad students
 - B. New initiatives/Town hall type meeting specifically inviting graduate members to get ideas on what kind of events they would benefit from
 - C. Contact Joanne Beckwith (jbeckwit@umich.edu)

Professional Development (Brendon)

- I. Relate communication workshop ended up not coming to fruition.
 - A. Thinking of doing this next semester
- II. Starting initial planning and interest surveying for a graduate school application workshop. Currently have 5 interested grad students, with the most optimal date and time being Monday 11/26 from 6:00 - 8:00 pm. Looking for a few more volunteers (4 or more), and possibly a few professors.
 - A. Kevin: it's good to get people from other departments and people who have worked on admissions
 - B. Eshita: Is this going to be a workshop or a feedback event?

1. Undergrads will sign up for a block with a grad student. It is an open 1-on-1 event

Campus Outreach (Caroline)

- I. Tutoring with NSBE?
 - A. Reached out to Swetha and asked if we could set up tutors comfortable in a lot of different classes come to a big help session for them
 1. We can just tell people about or can formalize the process more
 2. Some electees have not had the chance to complete tutoring hours
 - a) If you are not matched but are in the system, you still get credit
 3. Joanna: This is related to what we discussed in the advisory board meeting. We were thinking of revamping the tutoring system by creating office hour sessions and partnering with other orgs.
 4. Caroline: They are looking for tutors comfortable in 200 level courses, they will assess the courses that they need tutors for, and will reach out to their membership to set up 60 min sessions of tutoring. Will email for more specifics
 - B. Offered to pay tutors
 - C. Forward the opportunity to members or try to set something up with people who want to get more tutoring hours?
 1. Not sure if there would be enough interest

K-12 Outreach (Swetha & Andrej)

- I. MindSETs are over!! (so we are back)
 - A. Ended up getting 30ish each week out of 40 signed up
 1. This is good to aim for, more would have been too many for our volunteers
 2. But we also didn't have HKN volunteers because they didn't get their volunteer doc stuff in time (coming in now though so more will sign up for MBD, CSD)
- II. Shadow Day planning starting now
- III. Need better way to track volunteer documentation
 - A. Currently difficult to know if any electees don't have things until they are signed up and we check each one manually
 - B. Will work on a google sheet or something
 - C. Kyle, update on website feature for university background check?
- IV. Will get officer app updated, on the website, and encourage people to apply

Activities (Will)

- I.

Chapter Team

Chapter Development (Mitch)

- I. Town Hall Tonight
 - A. We will discuss:
 1. Events
 2. TBP Reputation and Image
 - B. Only 10 people sign up
 - C. I ordered pizza and salad for a few more than 10 incase more show up
- II. New Initiatives Tuesday
 - A. Reminder that I cannot finish the meeting because of an exam so David is wrapping the meeting up for me
 - B. Will discuss:
 1. Elections
 2. TBP Beyond U of M
 - C. Kevin: We discussed tutoring a lot in advisory board meeting, so that might be a good topic for a future one.

Membership (Reed)

I.

Publicity (Theo)

I.

Historian (Jonathan)

I.

Points for Discussion

(3:30 PM)

- I. New honors brunch chair position
 - A. Language: “The Honors Brunch Chair will assist the External Vice Presidents in coordinating the annual college of engineering honors brunch including the selection and scheduling of award committees. The Chair(s) will be members of the events team, and will exist through the Winter 2019 semester.”
 - B. Motion: I motion to create the The Honors Brunch Chair which will assist the External Vice Presidents with the engineering honors brunch.
 1. Benson: This chair will be managed by the EVPs, but will be a part of the events team, so they have events resources. This will only exist for 1 term for reevaluation. The budget will still come from the EVPs
 2. Motion passes with no objections or abstentions

Open Floor

(3:50 PM)

I.