Cabinet Meeting #5 of the Summers Administration

DATE: Monday August 24th

TIME: 8:30-9:45pm

LOCATION: Student Government Suite - Union 3109

MEMBERS ABSENT: Joseph.

ACTION ITEMS:

* Tell Harry if you cannot access the google drive, are not on the listserv, or would prefer that he sent emails to an email address other than your gmail
* Talk to Lee if you still require funding requests
* Send out code for the door - 2451
* Read the [blog post](https://execbranch.unc.edu/2015/08/21/while-you-were-away/) on the homepage of our website (5 mins)

Reading the blog of what Houston and Rachel did over the summer

* Important updates from Houston, others (5 mins)

Houston just updating Cabinet on what’s been going on in a brief sense and talking about the necessity of everyone helping out throughout the year. Focusing on each chair working on their projects and the upcoming events.

Talking about graduate programs and how student government will worry about this.

* Discussion of Heels United Campaign (5 mins)

Rachel working on a PR Campaign to bring awareness to sexual assault. Talking about the phases of the campaign. A.C.E : 100% Agreement, Communication, and Every Time for the campaign.

Meeting with Bruce to achieve relationships with faculty members. Such as innovation, gender neutral bathrooms on campus, and working on diversity with the honor code being divided up into honor code and code of conduct. Also includes Carolina Conversations.

Communications is the 3rd goal, to bridge the gap between students and organizations and the faculty.

Working on faculty appreciation day and working on making university day a holiday to make it a better environment for campus.

Diana: what is the purpose of university day and how to include state external and internal affairs?

Rachel: it’s a day to appreciate the history and celebrate the university. Students need to understand the importance of the day and it’s sad how it isn’t recognized. Wants to change that and get students more involved with the day and celebration.

Also wanted to applaud the policy chairs for hardship.

* + What can we do to support it?

Help spread social media campaigns, help with the campaign around campus, etc.

* + Why is the third week of school important?
* Reminder of Student Government’s [best principles](https://docs.google.com/document/d/1WFBJUnqJWKZHfz5msoWRROuBe7l5xawcRPm3tUUpF-s/edit?usp=sharing) (5 mins)
	+ You will be quizzed on them before next week’s meeting

All of cabinet needs to look at the best practices again, it will help solve many problems throughout the year.

* Finalise funding requests - LEE (10 mins)
	+ Tomorrow is the deadline

Lee: Congress funding request for roughly $11,000 for the fall was discussed and any funding is due tomorrow! 70 organizations have requested money, this is an increase from last year, and tonight is the deadline for other organizations, otherwise there is the Spring. The entire breakdown of our funding will be public with Harry.

Affordability task force being restructured. Tell anyone interested in the task force to reach out to Lee.

Meeting minutes for the task force that is proposed to being used as exec and student government standards.

Harry: discussing how we should structure the format.

Diana: this should be implemented because it keeps everyone involved and up to date.

Lee: focus on getting a set budget on all events coming up and even for the spring and make sure we have itemized budgets/receipts. Use title IV.

Harry: a budget should be very urgent.

Lee: there’s are two accounts and make sure to request based on what you need money for and the budget is important based on this idea.

Usman: you can always partner with other organizations to limit spending.

* Videography pitch - TONY AND BLAKE (5 mins)
	+ [Just Ask](https://drive.google.com/open?id=0BxOVg_4bqJfiX2RlTzFENE9YR1E)
	+ Summer Highlight Video
	+ GoPro Video
	+ A "How to" mini series (possibly using an illustrator)- How to.... Get involved, request funding, etc., etc.

Blake: this video would be beneficial to keep everyone knowing what is going on and considering whether they should be monthly or bi-monthly. Talks about what happened and what’s upcoming. Transparency would involve communications task force. Also the videos would be something enjoyable for the student body.

Bradley: we should make communications like Buzzfeed

Houston and Lee: focus on funding for illustrations.

Rachel: we should also be showing students the outlook of a day in the student government suite.

Blake: we should also treat the communications as a serious situation all year long.

We need to show students the reflection of how hard all work is done throughout this organization.

* Videography discussion (10 mins)
* Another overview of the application process (10 mins)
	+ DO NOT REJECT PEOPLE WITHOUT MY APPROVAL

Harry: The application has been live and ends this Friday at noon. Interviews will be conducted after applications close. Again run everything through Harry in the process! Try to interview those that you feel need one but don’t reject anyone without an interview. Spend 4-8 hours on interviewing.

Lee: try to interview everyone.

Houston: ultimately it’s your decision and your task force.

Harry: again run everything by him and try to give everyone a positive outlook on student government but don’t put in ridiculous hours.

Lee: you can also restructure your tasks forces to avoid rejecting people.

Harry and Lee: you’re also allowed to go to classes to publicize applying.

Harry: however make sure to communicate what you’re doing and fill it out on the calendars/spreadsheet.

Rachel: use a google poll or something to set up timeslots and make it an easier schedule for everyone.

Harry: interview emails should be out by ⅘ Friday and conduct them over the weekend.

* + What exactly is going to happen on Friday?
		- Applications close at noon
		- I will keep them open until 12:30pm
		- By 2pm you will receive all of your first-choice applications
		- Plus acceptance, interview, and rejection templates
		- Plus a template for copying across written answers if you would rather not view them in a spreadsheet
		- You must send out all of your emails by 5pm if at all possible
	+ What exactly is going to happen over the weekend?
		- We expect you to conduct around six hours of interviews
		- You will rate each candidate out of 10 and take notes
		- You will send me your selections on Sunday evening, or Monday at the latest
	+ What exactly is going to happen on Monday?
		- I will either approve or not approve of your selections
		- You will send out acceptance or rejection emails on Monday
* Listserv brainstorming (5 mins)
	+ How many applications have we received?
	+ How many would we like to receive?
	+ How to target first-years specifically?
* Goal-setting expectations by next Monday (10 mins)
	+ Monthly report structure
		- Why?

These reports will serve as a purpose of what goals each chair has, how it entails Houston's’ platform and what happened last year. Use the template and these reports are an overview of what we’ve done. The important dates to have an update is October 1st, also December 1st and April 1st!!! (1 month, 3 months, and 6 months).

* + You will be added to Trello this evening

Project management software.

* + And sent tutorial videos. Please add at least one project to your Trello board before our meeting on Wednesday or Thursday
* Finalise meeting times for Wednesday’s and Thursday’s individual meetings (5 mins)
* Social media policy (5 mins)
	+ To keep the Student Government brand strong,
	+ You will have control of your webpage and any Facebook events
	+ One liaison on each committee from Communications task force

Houston: get your goals to Harry so we know where to focus on moving forward and to match the platform and goals. Also we need to focus on rebranding student government and make sure to have one voice! Important to work together and make students see that Student Government reps everyone.

Paige: using one student government page helps people see it as one central theme with the chairs able to post and publicize in one area. A way to eliminate barriers will be where Paige will have first year liaisons on each committee to have updates for her task force. Also the website will include content for everyone, so include events and important information to her to get up on the website.

* AOB