

Meeting Agenda

Aquinas Scholars Student Board

9/15/2020

1) Introductions & Welcome

a) Director- Dr. Fort

- i) Introductions
- ii) Updates
- iii) Read through the Program Review!

2) President, VP, Secretary, and Treasurer – Cheyanne, Connor, Emma, and Heather

a) President

i) Fall Board Meeting Times

| Fall 2020 | Full Board | E-Board |
|-----------|----------------|---------------|
| September | Tuesday 9/15 | Thursday 9/24 |
| October | Thursday 10/8 | Tuesday 10/20 |
| November | Tuesday 11/10 | Tuesday 11/17 |
| December | Thursday 12/10 | Tuesday 12/8 |

ii) Event & Email Etiquette

(1) Photos

- (a) Try to take screenshots when possible on Zoom
- (b) If people are picking supplies up, ask to take a (socially distanced) photo

(2) Introduce yourselves!

- (a) Make sure people know that you are the [insert your position here] chair!

(3) Emails

(a) Matching Board Signatures

- (i) [Link to Document on SharePoint](#)

- (ii) Make a draft in your email and copy paste it when you sent out emails.

(b) Add some color!

(c) What? When? Where? Points?

(d) Use BCC and CC co-chairs for those who hit reply-all

b) VP- Connor

- c) **Secretary- Emma**
- d) **Treasurer- Heather**
 - i) Budget
- 3) **Social Chairs – Anna, Matt, Rachael**
 - a) Upcoming events: Backwards Spelling Bee & Scavenger Hunt! Do you need anything from us?
- 4) **Academic Chairs – Sophia, Della, and Cameron**
 - a) Upcoming events: Asmat Museum Video Tour & Trivia Night! Do you need anything from us?
- 5) **Service Chairs – Ann, Makaio, Jackie**
 - a) Upcoming events. T-Shirts to Tote Bags & River Clean-up! Do you need anything from us?
- 6) **Webmaster – Megan**
 - a) Updates. Do you need anything from us?
 - b) Attendance at events this year.
- 7) **Marketing – Ashley and TBD**
 - a) Updates. Do you need anything from us?
 - b) Expectations:
 - i) Take and send pictures of events to [Cheyanne for now] and add them to SharePoint for Ashley.
 - ii) Each event should have a pre-event post and a post-event post.
 - c) Upcoming September Journal. Do you need anything from us?
 - i) Have event descriptions on SharePoint Calendar
 - d) Scholar Spot-Light
- 8) **Symposium – Alyssa & Sam**
 - a) Updates. Do you need anything from us?
 - b) Adding third Symposium Chair?
- 9) **R&O and Ambassador – Liz Honey**
 - a) Updates. Social Media search.
 - i) Number of Applications
 - ii) Board members will be sent coded applications Thursday afternoon after 3pm and they will be due Monday the 21st at noon. Please read through and rank your top three applicants and send your vote back to Liz.

iii) LLC RA's do not vote.

10) LLC Resident Advisors – Rachel and Adam

11) Other (If time permits)

- a) New Scholars Welcome (Thursday, September 24th @ 7pm)
- b) SharePoint review and brainstorming
- c) Event ideas