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| Agenda for November 19th |
| Attendance: Cait, Emily, Meghan, Sarah, Jenn, Katie Z, Michaela, Maeve, Brianne, Taylor, Michelle, Katie, Nicole, Kathleen, AshleyExcused Late/Absent: Megan |
|  Presidents’ Announcement |
| Cait & Sarah* Clothing Money, clothing email list
* Be careful how we input the names (ex. no short forms, make sure there’s the @mail.uoguelph.ca at the end, and a last name)
* Next time we fill it out ourselves
* Our order is processed
* Kit distribution
* **26th from 12:00-4:00pm**
* 2-3 people, our hour time slots (if two, NOT back to back)
* Sign up for at least one time slot
* **12:00-1:00: Katie Z, Maeve, Cait, Ashley**
* **1:00-2:00: Jenn, Nicole, Katie S, Sarah**
* **Awkward time slots: Kathleen, Meghan (both 1:30)**
* **2:00-3:00: Taylor, Brianne, Michaela**
* **3:00-4:00: Michelle, Emily, Megan**
* Debrief: Dodgeball
* Strengths
* Enthusiasm, unique and creative idea, had the necessary equipment/resources
* Poster and event made before SRM’d so the moment we were SRM’d we could start advertising
* A number of people went out of their way to go to classes for first years, with the absence of first year reps
* Conscious effort to make it accessible to different schedules
* Things to work on
* Need to get posters out to residence and cafeterias (first year reps?)
* More delegating
* Weather back up plan (e.g., foot ware)
* Maybe plan it in April and have it more of a First week event for first years (less chance of weather risks)
* SRM everything in January so we don’t miss the deadlines
* Utilize Gryph Life (**Meghan**)
* Can’t get the Psych email list serve: Instead, mail people asking if they want to be a part of our list serve, or go to classes and ask them if they would like to be a part of it (hand a paper around classes) and then add them on there, Discussion Boards as well, clipboard at events for list serve
* Need to make sure that the SRM form matches the event
* Stronger link of communication, find out what’s best for the other person and have constant communication (friendly reminders are not annoying)
* Something that pertains to everyone/needs documentation: EMAIL
* **Cait**: Google doc for the first year classes, all of the year reps, can check off who’s going to each classroom to talk, organize amongst ourselves who’s going into what classes
* Should have 75% of our execs at every event, preferably from start to finish
* So-Co’s: How can we help
* First year residence’s should have posters (needs to happen a few week in advance (which means we need to SRM way in advance)
* Agenda/Communication
* Make sure to read the minutes, miscommunication can be solved with that
* Email for the important things
* “I can do that” instead of “I could maybe do that”, concrete tasks
* Check lists, match up with the minutes
* Updates in between events (little things, “SRM’d this event, start advertising”)
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| Acco Reports |
|  Katie: CSAHS-SA Meeting* A lot of board positions opening, get in contact with those who are leaving
* Mental Well Being website (on Gryph Life)
* Book a room or two in MCKN (missed SRM date **Katie and Cait** email)
* Want to know when our elections are next semester so CSAHS-SA members can attend and advertise it
* First week back from reading week need to run an event
* Won’t have enough money for us to send over to next semester
* Laptop stickers (college name)
* Selling things? Need to fill out a soliciting and sales form
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|  Soco Reports |
| * Exam kits report
* Everything purchased
* Total amount
* Receipts present (given to Taylor)
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|  Budget |
|  Taylor: Clothing Money with Sarah |
| Year reps |
| Next Semester Ideas: - Starting where we left off  |

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| **Tasks List** |
| Katie Z, Maeve, Cait, Ashley | Study Kits: 12:00-1:00 shift |
| Jenn, Nicole, Katie S, Sarah | Study Kits: 1:00-2:00 shift |
| Taylor, Brianne, Michaela | Study Kits: 2:00-3:00 shift |
| Emily, Michelle, Megan | Study Kits: 3:00-4:00 shift |
| Kathleen, Meghan | Study Kits Special time: 1:30-2:30 shift |
| Cait | Google Doc: First year classes |
| Year Reps | Tick off what classes you can do class talks for events |
| Katie and Cait | Email someone about booking a room in MCKN for study space (since we missed the SRM date) |
| Meghan | Start utilizing Gryph Life more |

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| **Events Discussed** |
| November 26, 2014 | 12:00-4:00pm | Study Kit Distribution | Branion Plaza |
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