EXECUTIVE COMMITTEE MEETING
June 12 2019, CST 6pm
UWM Union EG79
2200 E Kenwood Blvd
Milwaukee, WI 53211

I. Call to Order - 6:05pm

II. Roll Call

1) Sydney Lee - Present
2) Connor Mathias - Present
3) Katie Malek - Present
4) Stefan Rudel - Present
5) Liz Sunday - Present
6)
7) Conal McNamara - Present
8) Sam Wisneski – Present

III. Reports

Name:
9) Sydney Lee -
10) Connor Mathias -
   Connor has been meeting with administrators, current, past, and chancellor, director of union, director of housing, dean of students. Has been setting up projects this week.
11) Katie Malek -
   Katie has worked closely with Zen, previous president of academic affairs. Has made materials and met with academic senators. Made a powerpoint for new senators with important information. Drafting letter for the Deans of all of the colleges wanting to get a head start to meet with Deans before the school year. Disappointed in recruitment, but did reach out to grad student. Wants more grad students to be on board. Also signed up to table on the 21st, wants more.
12) Stefan Rudel -
   Stefan met with previous treasurer and SOAD to go over bylaws and figure out the summer job.
13) Liz Sunday -
   Liz has met with Laya to go over duties and has contacted the previous secretary.
14) Conal McNamara -
   Conal has been working to help facilitate the orientation presentations, tabling and putting together materials.
15) Sam Wisneski -
   Met with Conal to compile marketing materials. Has draft on agenda. Looking at what wants to do with marketing this year.
16) SAPS -

Sarah and Quincy spent time at conference. Put together a GroupMe, get phone numbers to Connor to use it. Must submit summer hours to get paid this summer. The exec retreat will be Monday. Mandatory, 8:30 am, Meltwater House. Start at 9:00am end at 5:00pm, there will be activities with outdoor pursuit, bring laptops. Non-academic hearing committee needs members, contacted Sydney to get approval for the committee.

IV. Open Forum
N/A

No members from the public wishing to speak.

V. Approval of Agenda
a. Motion by Conal to approve the Agenda. Motion was seconded. Motion to approve agenda passes unanimously.

VI. Special Orders
N/A

I. Old Business
N/A

II. New Business

II. Introductions

Everyone introduced themselves accordingly.

II. Summer Hours

Committee must decide to set hours. Connor mentioned that last year too many hours were used during the summer and there was no room for hours over the winter break, which led to issues. Connor proposed that the President and Vice President get ten hours while the other positions would get seven to five hours. Conal asked about overtime, Laya explains floating hours if you go over. Stefan asked about getting paid for hours in both positions. Quincy answered no. Laya mentions that you can have a cap that is higher than you are expected to work. Katie asks about the hours previously logged. Connor returns to the main goal of making sure there are hours for winter break. Sam supports the 5-7 hours. Connor proposes that if one goes over the 5, they email Sydney. Conal believes that he no longer has an issue that needed to be solved, he is on board with the 5 hours.

Sam motions to set the hours for Vice presidents and President at a 12 hour cap and everyone else on the board at an 8 hour cap. Motion is seconded.

Quincy tells the committee to post their office hours and that members should aim for 5 hours. Conal asks about whether hours should be spent in the office. Quincy suggests that the members try to be in the office.

Sydney Lee - Aye
Connor Mathias - Aye
Katie Malek - Aye
Stefan Rudel - Aye
Liz Sunday - Aye
Conal McNamara - Aye
Sam Wisneski - Aye

Motion passes unanimously.
II. **Orientation tabling**
   Led by Conal and Sam. Conal explains tabling.
   i. **Marketing Materials**
   Conal misunderstood about the 10 minute presentation, it will be one to three minutes. Sam and Conal met to discuss tabling materials. Conal gave Sam the presentation to incorporate. Sam enjoyed the presentation. They decided to continue with a brochure, still in the beginning stages. Sam brought sample brochures for viewing. This will cost money, but Sam believes the old ones are no good. Sam asked Quincy how he can order the brochures. Quincy explained that last year the treasurer delegated purchasing power to the MPD for marketing supplies. Sam will email out a final copy before sending it to be printed. Conal and Sam are working on a date for printing. Conal brings up that there is only one orientation next week and that they are hoping to have it for the following week. Laya asks about the presentation time allotment. Conal explains that the SA is introducing before, he is cautious at pressing for more time. Laya also sympathizes with Conal’s position about the project. Liz asks about the single picture in the brochure. There are pictures that exist, Sam is interested in meeting with the marketing director and taking photos. Connor asks about needing another meeting to print the brochures.

   ii. **Volunteering**
   Conal attempts to gently rally people to sign up for one minimum or two sessions for the new student orientations. Conal states that ideally there will be two members at the orientations rather than one. Last year, Quincy informs the committee it was shared with student involvement. Conal continues to ask for volunteers. Laya asked about IAC or OAC for it. Quincy says that seems unlikely. Liz asks if one can sign up for some now and some later, Conal says yes that is definitely acceptable.

II. **Exec Retreat**

Quincy leads, she states that most of what is important in her report. Monday 8:30am, be there, there will be coffee. There will be team building and setting up how to use the tools for the job. Keys will hopefully be presented. Quincy demands that the committee order lunch immediately. Quincy reminds that the exec retreat. Conal is excited for it and interested in what outdoor pursuit has in store.

III. **Questions and Concerns**

Connor has a question about whether the members care about large chunks of hours versus a few hours every day. Katie and Stefan state that they will probably do large periods of time in one day. Conal is concerned about sparse transition materials, he suggests that we all make sure there are thorough transition materials that we leave behind. Laya suggests that we continue to think of these sort of things that we want to see in the office for the exec retreat. Katie asks to know how much time people will need for her to set up program reps. Conal asks Katie about her reaching out to the graduate school. Katie says she is reaching out to that dean, Conal asks to be in on the outreach.

IV. **Adjournment**

Motion to adjourn by Conal Motion was seconded. Motion passes unanimously.

*Meeting adjourned at 7:02 pm*