



## Assembly Meeting Agenda

Monday, November 6, 2017

12:00PM - 1:25PM

Saffell Boardroom

- 12:00PM - 12:05PM Attendance
- 12:05PM - 12:10PM Upcoming Events
1. AIAS is selling See's candy
  2. Creative Minds Conference event Wednesday, free headshots, so you think you can sell. 6-8:15
    - a. 1st place gets opportunity for paid job
  3. Nov 29th, Random Act of Kindness. Cart will be going around during finals with stress relievers from 12-1 pm
  4. Pizza Run Dec 9th
  5. Next Monday there will be swing dance night at 6:30
  6. Delta Sigma Phi will be having Hoopin it with Adam on Friday
  7. Delta Sigma Phi Delta Dogs this wednesday at lunch on the quad
  8. Nov 16th is Winter Fest
  9. Harry Potter dinner the following day
- 12:10PM - 12:25PM Senator Reports
- School of Architecture
1. Mohamed Hassan [Mohamed.Hasan@woodbury.edu](mailto:Mohamed.Hasan@woodbury.edu)
    - a. Reminder to take the course surveys and school surveys. There are flyers throughout campus for your individual school surveys where you can scan a QR code to take you directly to the survey.
    - b. I will be meeting next week with Assistant Dean Marc Neavu.
  2. VACANT Please email any recommendations to [aswu@woodbury.edu](mailto:aswu@woodbury.edu)
- School of Business
1. Angel Arias [Angel.Arias@woodbury.edu](mailto:Angel.Arias@woodbury.edu)
    - a. I met up with Holt who is the advisor for management students and one of the assistant deans, she just wanted to friendly remind everyone to schedule an appointment with your advisor to decide which classes you want to take next semester as the registration date is quickly approaching for freshmen and sophomores. Seniors and juniors already are able to register as of October 30th. Also, remember we have the creative minds conference this Wednesday from 6pm-8:15pm in the Atrium. Please remember to sign up if you wish to participate, the information to do so is on the flyer.
  2. Melissa Toribio [mellytoribio@gmail.com](mailto:mellytoribio@gmail.com)
    - a. This week I met with Dean Dr. Jones and she'd like me to remind everyone one last time about the Creative Minds Conference this Wednesday from 6-8:15 p.m in the Atrium. During the event they will also have free headshots, which you can RSVP to [ceo@woodburyuniversity.edu](mailto:ceo@woodburyuniversity.edu) and the "So You Think You Can Sell" contest.
- School of Media, Culture, and Design
1. Niomie Glory [Niomie.Glory@woodbury.edu](mailto:Niomie.Glory@woodbury.edu)
    - a. Last week I met with Jennifer Peterson, the chair of the Communications department and introduced myself. She brought up that she had trouble getting students involved in their

events. I helped pitch some ideas and recommended reaching out to some people. I will continue working with her in the future.

2. Anna Harrington Anna.HarringtonBilu@woodbury.edu
  - a. Last Monday I met with Sue Vassella. We discussed the possibility of extending the Design Lab hours on the weekends to 12am or 1am. I will follow up with her on the final decision at our next meeting. (The time is not officially changed at this moment).
  - b. Aside from that, I am continuing to schedule meetings with the chairs of MCD and introduce myself to them.

College of Liberal Arts

3. Akeima Young akeimayoung@hotmail.com
  - a. No Report.
4. VACANT Please email any recommendations to aswu@woodbury.edu

12:25PM - 12:40PM

Executive Board Reports

1. Alexandra Holguin, President alex.holguin@woodbury.edu
  - a. Student Life Fee Increase: We will begin voting starting next week Monday November 13th through November 17th, we have placed flyers around campus and will be posting on social media throughout the week, as well as talking about it at our next tabling and winter festival. We will be sending a mass email out through Mauro with the link to vote please help us spread the word so we can improve student life even more.
  - b. The Coffee machine is up and running and if you haven't seen it yet it is by the other vending machines outside of Woodys.
  - c. President Lunches: The President will be at his final lunch this semester November 15th along with ASWU's last tabling during lunch. This will also be the last day ASWU will be giving out swag this semester.
2. William Garcia, Executive VP william.garcia@woodbury.edu
  - a. We will be having a gardening day in the South Hall courtyard this weekend, on Saturday, November 11th at 1 pm. Come by and support, this can count for community service hours for those in organizations that require community service hours. Flyers will be posted around campus for this event.
3. Bennet Cariaga, VP of Finance bennet.cariaga@woodbury.edu
  - a. Hi everyone! Continue to complete your reconciliations! I have been trying my best to attend OAC events and so far, everything looks awesome!
  - b. Later during this meeting, Denise and I will be holding a basic finances workshop. This way, you can take what you learned and apply it to the following semester.
  - c. The approval process for the Woody's Lounge Furniture is still processing. Everything seems good from our end. I will be following up with Randy for anything else.
  - d. The following orgs have reconciliations due this week:
    - i. Phi Sigma Sigma - Do it Like a Boss (Wednesday, 11/08)
    - ii. Beta Lambda Chi - Betasada (Thursday, 11/09), Broomball (Friday, 11/10)
4. Marta Huo, VP of Student Orgs marta.huo@woodbury.edu
  - a. Hello everyone thank you to those who made an appointment with me however unfortunately IT have not finished setting up the emails yet. When it is finally done, Michelle will personally email the president of each org to schedule an appointment.
  - b. The president and only the president of each org will need to attend this meeting
  - c. Sorry about the inconvenience and hopefully the emails will be up soon
  - d. Sunnies and deltas you both have mail in your mailbox please pick them up
  - e. Also if anyone still need help with coming up with any idea for an event like winter festival or just tabling for next semester please reach out to me, I am here to help
5. Adam Ramirez, VP of Marketing adam.ramirez@woodbury.edu
  - a. Hey everyone, So I've sent an email to all presidents and treasurers regarding table cloths for your respective orgs. If you can all get back to me as soon as possible that would be great. Just remember to follow the guidelines that are asked for in the email.
  - b. Also, for the social media shoutout, I am just going to use everyone's logo, and I am going to email you all individually in alphabetical order so I can post you all on our social media.

- c. Remember, if your event is OAC funded, you are supposed to put the ASWU stamp on your flyer, regardless if you are collabing with another organization, or even a school. It has to have the stamp if it is OAC funded.
  - d. FREA's/Flyers due this week:
    - i. PSA - Acts of random kindness - due today
    - ii. AIAS - Friendsgiving - due tomorrow
6. Autumn Davis, VP of Student Life [autumn.davis@woodbury.edu](mailto:autumn.davis@woodbury.edu)
- a. CAB is so excited to be going to NACA conference this weekend! We promise to work hard and come back with amazing ideas to make our events bigger and better!
  - b. Our last CAB and get it of the semester is this Wednesday :( come beat the chilly weather with a custom hot chocolate bar!
  - c. Heading into finals I want everyone to know that you got this! Don't stress and take time for yourself. CABs 2 finals destressors are coming up!
    - i. The first is Winter festival- thank you to Behind the Seams and BSA for collaborating as well. FREA/Flyer has been submitted for everyone on behalf of CAB. The day of the event we will have your tables/areas marked off for your respective orgs. Winter festival is 11/16 from 7-9 on the quad.
    - ii. Our final event of the semester this year is our annual late breakfast- join us on 11/29 from 10p-midnight in woodys for a super cool cereal bar!
  - d. Lastly, as always, if you need help with event ideas or want to learn more about how to structure them- let me know! I'm more than happy to help'

12:40PM - 12:45PM

Advisor Report

- 1. Mauro Diaz [mauro.diaz@woodbury.edu](mailto:mauro.diaz@woodbury.edu)
  - a. Since the last meeting we have had, we have had 4 different scenarios that required ambulance coming to campus, due to
    - i. Lack of sleep
    - ii. Not eating
    - iii. Stress
    - iv. Take care of yourselves
  - b. We now have another nurse on campus
  - c. Student affairs will have several people out, going to CAB event, Shannon will be out
  - d. Mauro will be residential starting next Wednesday until next Friday

12:45PM - 1:15PM

Informational Presentation: Organization Basics to Finances

- 1. This presentation serves to provide basic finance information for student organization officers heading into the spring semester and beyond.
- 2. **Key Terms**
  - a. Student Club Account
    - i. Referred as an Org Account/Bank Account for Student Orgs
    - ii. 9-digit account number
      - 1. Most orgs have numbers looking like 1-####-2320
  - b. Signature Card
    - i. Requires 3 officer signatures (President, Treasurer, and another officer)
      - 1. The third signature is usually reserved for the Vice President or Event Coordinator
    - ii. Requires an advisor and co-advisor signature
    - iii. Purpose of the Signature Card is to prevent unauthorized transactions to and from the org account.
  - c. Cash Advance Request
    - i. Requested through the Business Office
    - ii. Maximum \$200 to purchase items needed
    - iii. No vendor/service can be paid in cash
    - iv. Requires advisor and a second officer's signature
  - d. Check Request
    - i. Used for vendor/service payments

- ii. Original invoice from vendor needed
- iii. Three forms necessary for a vendor to be given a check
  - 1. W-9 Form
  - 2. Vendor Profile Form
  - 3. Vendor Questionnaire Form
- iv. If vendor has worked with the school or another org before, check with the ASWU Eboard for a list of vendors
  - 1. We can also help suggesting vendors for events
  - 2. There is a blacklist of vendors in which we do not do business with them
- e. Reconciliation/Reimbursement
  - i. Original receipts REQUIRED
  - ii. All unspent money should be returned to the Business Office
    - 1. Requires advisor's signature
    - 2. If you do not reconcile, YOUR account will be put on hold, not the Org's
      - a. The biggest consequences include not being able to register for class, not being able to see grades, etc.
  - iii. If you spent more than you requested, then you will have to be reimbursed
    - 1. This requires an advisor and a second officer's signature.
- f. Places to Find These Forms
  - i. [aswu.woodbury.edu/organizationforms](http://aswu.woodbury.edu/organizationforms)
  - ii. ASWU Pool House Magazine Holder
  - iii. Whitten Center in the Student Organization Resource Center
  - iv. For Signature Cards, please see Michelle Sidney

### 3. Funding Options

- a. Organizations Allocations Committee (OAC)
  - i. Propose to the OAC meeting at the beginning of every semester
  - ii. If approved:
    - 1. 85% of the event budget is funded by OAC
    - 2. 15% is out of the student org account
  - iii. You can always request additional funding
- b. Fundraising
  - i. Each method has a different process altogether
  - ii. On Campus
    - 1. Go to the Whitten Center for assistance on how to handle fundraisers on campus
  - iii. Off Campus
    - 1. Go to the Office of Advancement, located on the first floor of Miller Hall for further assistance.
- c. Other Sources of Funding
  - i. If the org can prove that it positively impacts students within a major/school, consider speaking to faculty/admin of the department to propose funding
  - ii. Look for opportunities
    - 1. Incentives are sometimes offered by ASWU
      - a. Recruitment Tabling
      - b. Organizations Fair
      - c. Perfect Attendance

### 4. Budget

- a. Start Early
  - i. Set a budget at the beginning of semester/year
  - ii. Have everyone work to develop a reasonable budget within the org's means
    - 1. Try to have a budget per position based on their responsibilities
  - iii. Reference past budgets if they are available to you
- b. Creating a Budget
  - i. The biggest areas to consider: Marketing, Recruitment, and Retention
  - ii. Marketing gets the org's name out there through events, tabling, and posting flyers.

- iii. This leads into recruitment.
    - 1. If students are interested, invite them to join meetings and show that by joining this org, you can benefit by learning skills or making new friends.
  - iv. Retention
    - 1. It is important to not forget about your members. You can hold mini appreciation events or recognize members for their efforts and support, while keeping in mind of their wants and ideas of the organization.
  - c. Maintaining a Budget
    - i. Determine sources of funding
    - ii. Estimate expenses for events or meetings
      - 1. Including food, drinks, supplies, entertainment, etc.
    - iii. Plan in advance
      - 1. When shopping last minute, you will more likely make rash decisions
    - iv. Stay within set budget
    - v. Budgets can change throughout the semester
  - d. Think of Operating Funds
    - i. ASWU only provides funding for events that are inclusive of the campus community
      - 1. No funding for meetings, conferences, organization t-shirts, etc.
    - ii. Consider charging a small membership fee to keep the organization running.
- 5. Responsibilities**
- a. Treasurer
    - i. Weekly/bi-weekly account printouts are received from the Business Office
    - ii. Keeps copies of all receipts and transactions
    - iii. Maintains the budget
    - iv. Keeps the interest of the student org and members in mind
  - b. Officers
    - i. It is the responsibility of all officers to keep the student organization account in good standing with the Business Office and ASWU

1:15PM - 1:25PM

Open Forum

1. "The flyer for Creative Minds was posted on areas where we are not supposed to post like painted walls, glass, and between miller/hensel hall. Is the school of business being penalized for this? Or since it is faculty who created the flyer, they get away with it?"
  - a. Mauro will be addressing this with the Dean. The school does have to follow the same rules in regards to flyers
2. Reusable cups-
  - a. An email was sent regarding why we charge 10 cents per cup inside woodys
  - b. In the last year, there were 300 reusable cups and silverware brought to the cafeteria
    - i. Today, there are none
    - ii. Circle of trust; only gets smaller. Never bigger
3. Coffee Machine- too hot, can barely hold cups
  - a. Bring your own cups, disposable cups do run out
  - b. ASWU has given out and will continue to give out ASWU coffee mugs
4. Coffee station in the Whitten Center during finals
5. If you have anything that was not addressed, please submit an anonymous comment into the Comment Box right outside in the hallway, in the pool house, or via our virtual comment box on our website [aswu.woodbury.edu](http://aswu.woodbury.edu).

1:25PM

Next Meeting

1. Monday, November 13, 2017, 12:00PM-1:25PM, Saffell Boardroom, Campus Smoking Policy Open Forum

Meeting adjourned at 12:58