

SBA Meeting Minutes

11.24.03

- I. Attendance: Kim, Jacq, Gillian, Christina, L'Tryce, Enrique, Fatima, Dean Novinsky
- II. Class Reports
 - a. 1Ls → Candy Grams raised \$31; Penny War jugs are still being counted
 - b. 2L → Same as last week
 - c. 3L → No report since the 3Ls are tabling for the Bowling for BBQ fundraiser
- III. Ms. Foster's Gift
 - a. Motion to reimburse L'Tryce for the extra \$12 spent on the gift – Total spent \$32
 - i. Passed unanimously
 - b. Gift to present today →
 - i. Angel nightlight
 - ii. Box of cards
 - c. Portrait update
 - i. Reviewed the plaque quotation and made changes
 - ii. We have an artist → Kevin Merchant
 - iii. We will present the portrait in the Spring
- IV. Treasurer's Report
 - a. There are problems with the downstairs computers so Vaughn was unable to access the information and the budget application form
 - b. Vaughn will address the computer problems before the end of the week and give us a report at our first meeting of the next semester
 - c. Looking over Budget Request Form
 - i. Jacq suggests having a box for total amount requested on FRONT of form
 - ii. Christina suggested that there should be a flowing statement how much was received and spent
 - iii. Dean Novinsky asked if the money is going to “roll over” into the next semester
 1. The funds from the FALL roll over to the next semester
 2. All remaining funds are depleted in October
 3. Christina suggested that there be a section included that describes which projects were planned, accomplished, not accomplished, and how much money was left over from that allocated
 - a. Needs to be more clear
 4. Fatima suggested attaching an addendum that includes “Tips from the SBA” – which includes SBA constitutional provisions about what money cannot be spent on as well as calculations for copies, etc.
 5. L'Tryce suggested having a section that clarified what projects were specifically for the fall and the spring

- a. The purpose of breaking the semesters up was to encourage the organizations to pre-plan for the year
 - b. Dean Novinsky suggested our amendments need to comply with our goals of the two-part allocation
 - 6. Jacq suggested there should be some continuity in the financial statements and presentations
 - a. Christina clarified that we need to have the organizations account as to what was planned, done, and spent on the previous semester
 - b. There needs to be transition in the financial records
 - 7. Making it “treasurer/reader friendly”
 - a. Don’t want to change A-G on the form”
 - b. Reduce it to 1-2 pages, if possible
- V. Committee Reports
 - a. Everyone who didn’t report last week is still waiting on a response from their sub-committee heads
- VI. Announcements
 - a. Hot water tap in the snack shack might not be working; Need to check that and if it’s NOT working, report it to Shelby Mann