



Executive Board Meeting Official

Meeting Agenda

April 2, 2024

1:00PM – 2:00PM

To be held in-person in MDS 312

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Approval of Minutes
- V. Open Public Forum
- VI. Unfinished Business
- VII. New Business
 - a. [Discussion] Legacy Documents
 - b. [Discussion] Live Recording Meetings
- VIII. Board Updates
- IX. Advisor Updates
- X. Chair Updates
- XI. Adjournment

Call To Order: 1:01PM

<u>Position</u>	<u>Name</u>	<u>Status</u>	<u>Notes</u>
President	Holly Wetzel	Present	
Director of University Affairs	Roland Heyne	Present	
Director of Internal Affairs and Communications	Jamie Song	Present	
Director of Finance	Alicia Whitten	Present	Zoom

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Director of Outreach	Norah Duncan	Present	
Director of Legislative Affairs	Chrystal Volkova	Present	
Director of Student Technology	Jayana Estacio	Present	

Motion to amend the agenda to include discussion of the budget

Moved: Director Heyne

Seconded: Director Volkova

6-0-0

Approval of Agenda

Moved: Director Heyne

Seconded: Director Song

6-0-0

Approval of the Minutes

Moved: Director Heyne

Seconded: Director Song

6-0-0

Open Public Forum

No members of the public are present

Unfinished Business

None

New Business

a. [Discussion] Legacy Documents

President Wetzel talks about Legacy Documents. She states that Conor has discussed a bit about these in each director's one on one. The discussion's purpose is to leave the next group in a better spot. President Wetzel has made a template of the legacy documents with table of contents which include position description of the constitution and bylaws, explanation of duties, job responsibilities breakdown, helpful documents, and progress on projects from 2023-2024 year, and lessons learned from 2023-2024 year. The 2 ways legacy documents can be filled out is the shared canva that can be shared or take what is needed and put it on a word document. Documents would help walk through training and how to do the job for future people that apply for those positions. These documents were not made last year.

b. [Discussion] Live Recording Meetings

President Wetzel talks about Live Recording Meetings and the director's comfortability on camera. She states she is not tied to the idea and is open to the director's opinion. The argument for the live recordings is making ASUWT more transparent and accessible to the student body. Director Whitten is unable to meet in person this quarter and was wondering if recording would help with transparency and utilize the youtube channel. Most of the directors were more comfortable with not doing a video recording of the meetings.

c. [Discussion] Budget

Director Heyne was wondering what the budget was for using specific parts of the budget. There have been purchases that was not discussed by the executive board that was brought to discussion. He wanted to know the decision progress for the financial procedure for DC.

President Wetzel states that the association of big 10 students and UW is part of the big 10. There is a student lobbying group similar to WSA that operates in DC. It was an information gathering talking to lawmakers. The discussion is, if the funds go through the proper channels as it did not go through Director Whitten forms. She was informed at the end of winter by Jacob, the associated big ten students is going to DC and lobby and asked if she wanted to go and see. The special allocations has been accepted and had enough money to go to spring ga, have thousands of dollars from promotions, and over allocated funds from WSA. President Wetzel says that Director Whitten she has been fully aware of this situation as well. Since it was very last minute they were only able to send 2 people and it came down to Reese and Chrystal is who has the lobbying experience to go.

Director Heyne talked about CTF reimbursement to possibly send more people. He wants to know what our team is doing especially when it comes to big decisions and events and would have been good to know about. He stated he would like open discussion about when funds are being used. He just wants budget to go through the proper channels that was created at the beginning of the year to avoid confusion.

President Wetzel states that the WSA fund had \$7,000 whatever was left of that half of it goes to programming/food and the other half would go into promotional.

Director Heyne also discussed that Wellness week is using CEF money. Wondering how the CEF request for wellness week field day event will go as that is a large request.

Executive Board Meeting Minutes Template

Board Updates

<u>Position</u>	<u>Name</u>	<u>Updates</u>
President	Holly Wetzel	Wellness week stuff and the food group has a meeting with Elavie for later this month.
Director of University Affairs	Roland Heyne	Working on CCE things. Running lower on money. Someone cancelled a trip that was worth \$3,000 so got it back. Working on CCE requests and finally got the stipends for them. Working with Director Song to hire an additional person to help with requests and the job is on handshake. Also working on Legacy documents. Going to have stipend members for more time and will be setting up tablins for them to present to different educational departments of that school to talk about CEF and CTF. Will start scheduling meetings with career counselors, counselors and advisors prior to the end of this year to discuss with them some of the trips we have funded and what the typical criteria is, and give them presentations on what works best and best advice to support their students when they choose to tell them to request.
Director of Internal Affairs and Communications	Jamie Song	Senate approved a new Bylaw for the hiring process and new time for the Senate meetings is 12:30pm-1:30pm in GWP 320. Get new roll in for CCE interviews.
Director of Finance	Alicia Whitten	
Director of Outreach	Norah Duncan	Settle on a day or two to talk about Spring Quorum and have a LettuceMeet to plan what schedules work best with all the directors. Will probably have it during May 20th-24 th week due to events.
Director of Legislative Affairs	Chrystal Volkova	GA this weekend. Talked to Kate and Reese about some of the things and go over some things that occurred in Fall and things she learned from Spring last year. Reese has a proposal about the Rise act and will present. It is proposed at the federal level but not approved yet and he will be brushing up more on the topic. Reese will be joining her 1 on 1 with Conor to make stronger documents for the entire program.
Director of Student Technology	Jayana Estacio	STFC doing annual allocations and divided them by priority batches (high, medium, low). Only have 4 proposals on the high priority list. STFC is trying to host a forum talk event at the end of the month so that students can ask questions about how they feel about the fee increase after knowing what we couldn't fund this year and what we did fund.

Advisor Updates:

Advisor Conor talked about elections are coming. Candidate filing forms are due Friday next week. May get into contact of some people that were at the involvement fair and try to get them to be involved. Working on getting 2 more people to be elections committee members. Erin will also be helping with

Executive Board Meeting Minutes Template

elections. Will be working in charge of advising for the directors. Has all the directors 1 on 1 and will be working on the legacy documents. Make sure there is extra money in case of any charges for events so that money doesn't go under.

Chair Updates:

President Wetzel talks about campus wide email that was sent saying that the student regent position is now open and is a tri campus appointed thing and that application is now open.

Adjournment At 2:00PM