

July 18th, 2013
5th Meeting

Summer Minutes 5

<u>Executive Board</u>	<u>Senate</u>			
Farhana Hassan President	Sam Shivraj VP of Academic Affairs	Saransh Khanna Chair of Appeals	Axelle Bougouma	Date: July 18 th 2013
Henry Ma Vice President	Michael Harris VP of Legislative Affairs	Robert Baazashvili Chair of Finance	Anastasia Sourbis	Called to order: 6:25 pm
Santiago A. Flor Gomez Treasurer	Daniel Shafiq VP of Campus Affairs	Olavo De Paula Chair of Professional Development	Nusaybah Quasem	Session: 5 th Meeting
Vanessa Aguilar Secretary	AJ Jaikaransingh VP of Student Services	Jackie Luu Chair of Inter Club Affairs	Kirill Gouvor	Adjourned at: 9:05 pm
	Jillian Springer Director of Marketing	Jacob Gsell		
		Allen Lavi		

Meeting called to order at 6:25

I. **President's Report**

First of all, Farhana wants to congratulate everyone who helped out during the first summer session BBQ. We had a lot of summer students show up and the Communications Department of Baruch also covered us on their website.

Also we have space for 3 more student representatives to join the search committees for faculty at Baruch. This is a great way to get to know the current faculty as well as to network with them.

As we know, all USG members have access to a USG email account. For those VPs who have already decided on their Vice-Chairs, we advise that they talk to Connor to get their USG emails set up.

II. **Updates from the Chief of Staff**

Connor will like to remind everyone who has not yet set up his or her USG Email, to please do so promptly.

a. Usage of Google calendar:

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We have a USG Events calendar that is viewable to everyone who has a USG email. It can be sync to they mail app on your phone for easy access. If help is needed in doing such, please contact Connor.

The purpose of the Google calendar is to keep everyone on the same page. Members can also create events through their account and thus invite other members to their Committee meetings while getting an exact number on those who RSVP.

b. Painting and BCTC

Thanks to Connor's constant contact with BCTC, we might be getting some computers in the offices by Tuesday July 23rd at 11am.

The only way that BCTC will allow the computer in the USG area is if all renovations are completed.

Any trace that shows we have not finished the renovations will cause BCTC to take the computers back and assign a new delivery day.

We encourage all those who are still renovating, to please complete all painting by Sunday 21st. Reminder, that only PC computers will be delivered.

III. **Marketing Committee**

Jillian puts up the new USG Logo design on the screen while Farhana explains the reason as to why the years 2013-2014 is on the new Logo design.

Furthermore, she expresses ideas on how to create a buzz on Facebook about our new logo and it's decided that we will launch the new design on Sunday night.

Further instructions will be posted on the Facebook group.

Jillian's updates about her committee meeting earlier today.

In her meeting they discussed yearly goals as well as getting Welcome Week flyers ready before her Vacation leave starting August 8th.

Farhana emphasizes that all event leaders should get in contact with Jillian before she leaves.

Updates on the magazine:

It's still a work in progress, but it will be easier this year since the frame work is the same as the year before. Also, wants to thank all the contributors for their writing pieces.

IV. **Student Services**

a. Book Reading

AJ updates us on his attempt to get in contact with the author of Humans in New York. He is also reaching out to other AM NY writers who are published authors.

b. Scavenger Hunt

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It will take place on August 27th.

Due to the amount of new students, we will need everyone involved as well as other club leaders. Please reach out to your friends for help in this event.

Groups of 20 students will be formed and there will be 1 representative leading out each team. Jordan (former VP of student services), is helping AJ with writing the riddles for this event.

We will need approximately 60 volunteers who can handle 20 – 40 students.

There is a new goal this year, we want to make it more fun and instead on concentrating on which group gets the most, we will like to have a cut off line.

c. Bolt

AJ asks Ben Messner about the Bolt dates. Ben states that Bolt will be happening on August 15th, 16th and 20th (Greek life). One in the morning and one in the afternoon. Ben asks the table if it would be ideal to have Bolt the 1st Thursday of school, and the table says no. Ben also asked about having Bolt on non-school day, the table suggested that if needed, student leaders would lean to show up even if school is not in session.

Ben reminds the table that if Club leaders do not show up for Bolt, they will not be able to get a room until the 1st week of September.

d. Concert:

AJ explains that he reached out to an artist (did not mention the name).

AJ asked the table about their thoughts on having the concert at Gramercy Theater and that it would cost from \$3000 - \$4000 for a 4.5hr to 6hr show, respectively. Farhana clarifies her reasons as to why she agrees.

Questions about light and sound are raised and AJ assures he will look into that and inform the table later on.

Furthermore, AJ suggests working with Hunter or Queens College for this event as well as maybe hosting the talent show at the Gramercy Theater.

(1) Comments are on Additional Notes section.

e. AVI

AVI is renovating the Café area on the 2nd floor. We might be able to use the space for student-organized events in the future. There are speculations about putting a small stage.

Farhana explains her thoughts about having students working there at all times

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thus creating a more of a “campus feeling”.

(2) More of Farhana’s ideas can be found on the Additional Notes section.

V. **Legislative Affairs**

a. Get out to vote rally:

Michael explains the reason as to why the name change (from Mayoral Rally).

This event is to take place on September 3rd.

b. Voting Drives:

Last date to register to vote on the primaries is August 16th, however the elections are on September 10th. This would be tough for voters who miss the deadline.

The Goal of the Voting Drives is to increase awareness and inform the people about the procedures necessary for registering to vote (filling the forms).

Michael will put up a schedule of the days for meetings and drives.

(3) Supplemental ideas on help in registering to vote, can be found on the Additional Notes Section

VI. **Finance Committee**

a. Committee Meeting Update (7-17-13):

Robbi introduces Andrew del Rosa as his official Vice-Chair of Finance Committee.

In the meeting they talked about creating a form that would evaluate the events created/directed by the clubs on campus since it will be hard to attend all events. Andrew created a form that will help determine if the club’s budget was increased or decreased. Robbi expresses his idea about teaming up with Lexicon since they are usually at major events taking pictures. This would be a great resource to let us know how the event went. (Further discussion on Evaluation Forms can be seen on (4) Additional Notes section)

Robbi states that Anthony S. (former Chair of Finance), assisted to their committee meeting and gave some advice on how to approach club leaders during their budget meetings. As a result the Finance Committee decided to come up with some Budget Meeting Procedures and Conduct Guidelines.

Robbi expressed motives to market themselves to new freshmen and new transfers so that they can get involved in the finance committee.

b. Working on Club Budgets:

Robbi announced he would review Japan Club’s Budget next week.

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AJ asked about the list of all new Clubs who do not have a budget for the Fall 2013 semester. Robbi expressed his willingness to email AJ and Santi with that list.

Vasyl asked about making changes to current Club budgets and was directed to talk to Robbi about such topics. AJ asked about increasing or decreasing budgets and then Farhana suggested looking into Appeals or Co-sponsorships with USG.

VII. Representative Senator | Annie

a. Textbook Flee Market:

Mueed informed the table about the acceptance of other Clubs to co-sponsor for this event.

b. Speaker Event: (November 7th, at 6:30 pm)

Annie is looking into having a speaker event with the topic of Communication. This event will feature Baruch's Professors, one from each school (Weissmen, SPA, Zicklin). The name of the event will be, Communication for Success, and it will take place in the Eanglemn Recital Hall, which holds 170 people.

Annie asks the table to recommend Professors who would be ideal for this event. Annie states that she wants 6 professors in total and is letting them pick the exact topic within communications.

Saransh expresses his concern about professors clashing in topics and suggests that Annie emails them all at the same time allowing them to get in contact with each other.

Annie will post a thread on Facebook awaiting recommendations.

VIII. Latino Heritage Month | Cynthia

Cynthia is congratulated for being elected as the Chair for the LHM Committee. She extends an invite to her meeting for LHM that will take place on Wednesday at 6:00 Pm by the Student Life Offices.

The theme of the month has been picked and if interested in joining the committee please let her know. Also, she looks forward to the end of the month party with USG.

IX. Breakout Session

a. Student Services:

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Will confirm with Dr. S about the number of peer mentors, student and orientation leaders will attend the scavenger hunt.

The goal is to reach out to freshmen and get them involved. Farhana suggests that this event will need a lot of help thus encouraging the table to skip work if possible (event starts at 5 pm).

Name change from Willy Wanka day to Candy Crush day.

Suggestion for activities in this event:

M&M with USG Logo and Crane machine. AJ will look into pricing for crane machine.

When talking about the banner, having "Welcome" in different languages was suggested as well as positioning it on the 2nd floor by the 24th st entrance.

AJ also suggested on putting a slide show on the TVs around school to advertise USG events or a way to get in contact with us (maybe a video).

b. Monday in Motion

Jake will delegate the work and look for quotes from vendors. They will team up with Health and Wellness but needs to still get in contact with Megan.

From our end, we are looking into having a Air hockey, basketball hoop and DDR machine on the 2nd floor. For the DDR, the committee is looking into purchasing pads and hooking it up to a TV. Renting a DDR machine will cost around \$1500 for 4 hrs. Purchasing the pads will cost around \$175 per mat.

Ideal purchase will consist of 4 mats, 1 gaming counsel and 4 games. Jake states that Abrar might be able to help by supplying an extra Wii gaming counsel. It is advised to be aware that time might be constrained due that shipping can take a month or more, especially if buying 4 mats.

Farhana emphasizes on having Jake to get in contact with Ben Messner as soon as possible to further assist Jake in procedures for this event.

Santi reminds the table that if purchasing anything to please get quotes ASAP since he will be leaving on vacations soon (he might need to order this before he leaves).

c. Latino Heritage Month

Decision about changing a little from what it was last year.

Looking up quotes for artists.

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Breakdown of program: (multi-purpose room)
3 areas: 1-beer, 2-DJ/Dancing, 3-Eating section

Decided on potentially having finger food and have waiters go around. Serving Virgin sangrias on the eating section and having some club leaders speak about their club and country. There was a suggestion about having a mariachi band and Juan Mendez might have a connection to obtain a DJ for \$150.

Cynthia reminds the table that she will be having a meeting on Wednesday 24th at 6 pm by the student life offices.

Cynthia is looking forward on having a Dream Act Forum and having Michael collaborate if he has time. She will start a thread on Facebook about “viva la vida”.

X. New Business

AJ announces that Judy will be his Vice-Chair for Student Services Committee.

Saransh announces that Jake will be his Vice-Chair for Appeals Committee.

Cynthia announces a CUNY award ceremony and those interested should go to her meeting of Wednesday for more information.

Santi expresses his concern about purchasing items during the year. He advises to let him know before purchasing anything during the year and to contact Farhana in the case he is not available.

Please do not let me know only the night before, but be diligent and provide sufficient time before the day of the event.

He wants to make sure that he can reimburse anyone if needed.

During his vacation period, direct all questions to Farhana and Connor.

Farhana announces that there WILL NOT BE A MEETING NEXT WEEK.

However, committee leaders are welcome to come in and to use this time to look for quote and plan their event.

Meeting adjourns at 9:05

Additional Notes:

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1. Student Services

Members' opinions about having the talent show at Gramercy theater

Ana: Will the seating area and stage size be big enough?

Response: Seating area: 650 people, stage size is pretty big.

Farhana: the good thing is that it's still near baruch VC

AJ: can they take care of Light and Sound?

Response: if they can, that would be cool

Farhana: Putting on a show in Mason Hall is hard work; at gramercy we would have professional help.

We might be able to get a host/comedian and gramercy will spark new excitement

Judy: will they help us advertise?

Farhana: they can put it up on their billboard.

2. AVI - Creating a campus feeling:

Farhana: It would be great having more student space.

Example: Bearcat café

Ideally, more of a lounge café feeling with more snacks, frozen yogurt and more.

We will hear more on that if they move forward with it.

3. Voting Drives

Farhana: Ideally, promoting the fact that USG wants to help student register to vote.

They can submit form at your door (Michael's office).

It can also be an on-going thing and not just the summer.

People can also register through student life.

Ben: Students can drop their registration forms by Shadia's office.

4. Finance – Evaluation Forms

Cynthia: USG reps should fill them instead of club leaders due to how bias they can be, plus they already know the system.

Farhana: you can double cross what they are saying by having a self-evaluation form.

Annie: Have a sign up sheet online so not everyone goes to the same event.

Jean: At Orientation, have someone representing.

Axelle: We should help the new club leaders learn the efficient way of using their budget once it is allocated.

AJ: Jackie is looking into forming his committee as inter club affairs and maybe he can help with the event evaluations.

Saransh: Senators should be the ones attending the events so that they can be aware about the events going on during the school year. Thus when an Appeal comes, they will know the type of event the club is appealing for.

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Farhana: I agree, senators don't have to be at the event from start to finish. Pass by, stay and enjoy they food. I still think just 1 form will be ideal. Even 1 internal and 1 external (self-evaluation) will be fine.

Ana: I suggest don't just go for the food; do experience the event in itself.

Jean: Remember you are representing USG. When attending inform they club leader and be nice.

Farhana: do not go up to the club leaders to simply say you are evaluating the event, that's optional).

Juan Mendez: I think an email explaining to club leaders the importance of their events to USG seems more transparent and USG would not look sneaky or give club leaders reasons to believe USG is trying to decrease their club budget.

Farhana: that's good. Informing them would be great, specially letting them know how it can influence in the Bernies.



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Names	P/A/L	Notes
Michael	P	
Avi	P	
AJ	P	
Jillian	P	
Saransh	P	
Robbi	P	
Cynthia	P	
Jacob	P	
Allen	L	
Axelle	P	
Annie	P	
Kirill	P	
Ana	P	
Mueed	P	
Scott	P	
Zal	L	
Chris	P	