



GSBA Cabinet Meeting
October 2, 2018

I. Roll Call

- a. President
- b. Vice President
- c. Speaker of the Senate
- d. Treasurer
- e. Chief of Staff
- f. Director of Finance
- g. Director of Campus Events
- h. Director of Diversity Inclusion
- i. Director of Clubs and Orgs
- j. Director of Communications
- k. Advisors

II. GSBA Shout Outs

- a. Caroline on the website and presentation
- b. Liz elected as senate pro temp
- c. Scott and Fiona on elections
- d. Ethan – congrats
- e. Kyzyl for great Coffeehouse bands

III. Expectations Review

- a. Structure of Staff Meetings
 - i. Kim will now lead Cabinet/Exec Staff meetings and will be sending out agendas every Monday
 - ii. Input your agenda notes every Tuesday by 5 PM
- b. Attendance
 - i. “All GSBA staff are expected to attend all scheduled meetings per their position (i.e. advisor meetings, cabinet meetings, senate meetings, etc.)“
 - ii. If you cannot attend/will be late, inform Kim with a valid reason
 - iii. “Three-step disciplinary procedure” for attendance, similar to what is stated on Expectations Agreement

IV. Zagtivities Training

- a. https://gonzagau-my.sharepoint.com/:w:/g/personal/gsba-chiefstaff_zagmail_gonzaga_edu/EcJkdJfqxOJMqt2HaMYAEHQB8Zw2Qn_g9UkyMNFlyf-_Kg?e=nT5yfs

V. President's Update

- a. President's Council Update
- b. Meeting with Thayne – October 12
- c. International Day of Tolerance – November 16
 - i. Student Speakers?

VI. Cabinet Updates

- a. Vice President
 - i. Meeting with Matt
 - 1. BIAS reports
 - 2. HRL/ LGBTQ+ meeting
 - 3. Logan House/ CCE
 - 4. FYS reworking
 - ii. JED Campus Meeting
 - iii. Academic Council/ Academic Integrity
 - iv. Academic Committee
 - v. Health & Safety Coordinator
 - 1. Be Heard survey
 - 2. Meetings with CCP, Campus Security, JED
 - 3. Potential 1st semester event
 - vi. Freshman Representative
 - vii. Sophomore Representative
 - 1. Planning a social event for Nov. - Friendsgiving, just got a quote from Sodexo
 - 2. Have an event planned for Feb. 12
 - viii. Junior Representative
 - 1. Meeting with rep from Kennel Club for Kennel Cares tomorrow – partnering up – middle school service event
 - 2. Cooking class for off campus (educational)
 - 3. End of Nov/Early Dec – holiday cards (social)
 - ix. Senior Representative
 - 1. Had first event 2 weeks ago – cornhole; 70 people
 - 2. Podcast about real life things – working with z-core
 - 3. Planning service event with the Academy - next Friday
- b. Speaker of the Senate
 - i. Welcomed new senators (3 freshmen, one international, one junior, one senior)
 - ii. Passed Be Heard Bylaw Update
 - iii. Funded ski and snowboard club and GU Robotics
 - iv. Liz is new Senate Pro Tempore
 - v. Attorney General
 - 1. 11/14 senators passed exam
 - 2. Working with governance to look at by-laws – reach out to Liam if you have concerns about your own by-laws

- c. Treasurer
 - i. Purchase Requests are starting to come in – yay! I don't have a problem with submitting many all at once if they're well in advance.
 - ii. Presented to Senate.
 - iii. Sustainability Chair - working to organize the Green Fund budget by year, line item.
 - 1. Electronic waste education
- d. Chief of Staff
 - i. End of the Month Report – due tomorrow on Zagtivities
 - ii. Working on Appointments with Giulianna – closes on Friday right now, might extend if we don't get applications
 - iii. Halloween Party – Tuesday Oct. 30th during this time (During Cabinet)
 - 1. Other bonding ideas
 - a. Escape rooms
 - b. Decorate cookies
 - c. Ice cream social
 - d. Greenbluff
 - e. Ryan Meza's dance class
 - f. BBT performances
 - iv. Winter Training – looking at Monday, January 14th so keep your schedules open
 - v. Keeping the office clean
 - vi. Business cards
 - 1. Kate
 - 2. Sara
 - 3. Ethan
 - vii. Florence Representative
 - 1. Introduced herself at orientation – people know there is a GSBA rep
 - 2. Promoted elections to students abroad
 - 3. Thinking about a monthly update from GSBA
 - viii. Elections Commissioners (2)
 - 1. Voter turnout was pretty good
 - 2. 18% voter turnout
 - 3. Working on report soon
- e. Director of Finance
 - i. Committee updates
 - 1. Funded Robotics, Ski & Snowboard, Club Softball, Men's Ultimate Frisbee
- f. Director of Campus Events
 - i. Coffeehouse Coordinator: open mic, starting to book Spring, stickers/tabling
 - 1. New logo!

- ii. Weekend Events (2)
 - 1. Past W.E.
 - a. Late Laugh
 - 2. No event this weekend (Fall Fam Weekend)
 - 3. Next weekend
 - a. Greenbluff
 - 4. October line-up is complete and exciting
- iii. Campus Event
 - 1. Spring Concert artist has (almost) signed the contract!!
 - a. Nothing is official at this point
 - 2. The artist will be announced to the general soon
 - 3. Concert Date
 - a. Feb 8
 - b. 8:00pm
 - c. Cataldo
- g. Director of Diversity Inclusion
 - 1. CLP takes DNI
 - 2. Reaching out to student groups to attend our events! Woo!
 - 3. Met with Dr. Reyes to talk about potential Implicit Bias Training?
 - 4. Advocate for Bias Reporting post Courageous Conversations
 - 5. Diversity Week- woo! Mid Feb
 - 6. Heads up for other events happening on campus:
 - Oct 9th - Sorry To Bother You: Film Screening and Discussion-> 5:30 pm Hem Auditorium
 - Oct 16th - Screaming Queens: Documentary Screening and Discussion- 5:30-7pm Hem 215
 - Oct 25th- Wailing Black Women in the Media and the Public Sphere – 7-8pm Wolff Auditorium
- ii. Campus Inclusivity Coordinator
 - 1.) DREAM week: November 5-9th
- iii. Advocacy Coordinator
 - 1. Oct 15th - Guest Speaker (Jan Shannon) speaking about Sexuality and Faith (Wolff Auditorium 6-7:45)
 - 2. Oct 23rd - Courageous conversations: My Culture is not a Costume
 - a. Working with cultural clubs
 - b. Tell your friends to go – want to reach a wider audience
- h. Director of Clubs and Orgs
 - 1. Club President Council – 46 clubs came
 - 2. New Club Recognition Cycle is this Thursday

3. New Be Heard this Wednesday – Stop by the table and fill out the survey
- ii. Clubs and Orgs Coordinator -
 1. Working on coordinating Drug & Alcohol Education for the Club Sports, partnering with Jenna Parisi
 2. Bi-monthly newsletter to club leaders is going out on 10/10 -> please let Veronica if there should be any information or announcements that clubs need to know about that you want to include
- i. Director of Communications
 - i. Fast Five Facts is done
 - ii. Currently working on “Meet your class reps”
 - iii. GSBA Week
 - iv. IS Manager:
 1. GSBA Webpages are up and running at <https://www.gonzaga.edu/student-life/student-groups-activities/student-government>. This will continue to be updated. If you notice any necessary updates, let me know!
 1. October is Cyber Security Awareness Month!
 - v. Photographer:
 1. coffeehouse open mic video
 2. starting spotlights
 3. Club Fair Pics in the works
 4. eventually will do an intro video
 - vi. Design Manager:
 1. Currently working sorting out a lot of complications with the wall.
 2. Made a lot of posters and other graphics. Thanks to everyone for being detailed in your CRFs, it is very helpful!
 3. New logos for Coffeehouse and Green Fund.

VII. Advisor Updates

- a. Joey
 - i. Reminder that the office printer/copier is to only be used for GSBA-related needs.
 - ii. The sick/illness season is approaching. If you're sick, please rest and stay home from work! Let Kim May know if that happens. Better you get well and not infect everyone else!
 - iii. Timesheets – if they are not on Zagweb on time, fill out a paper one and give it to Kim May to fill out the rest and send it to payroll
 1. If you want to be paid for that pay period needs to be filled out by 1pm the next day after it's due on Zagweb
 - iv. SpikeNites this weekend

1. Friday: Movie at 7pm (Mamma Mia: Here we go again!, which is an instant classic in my mine), GUTS & comedian Pedro Gonzalez at 10pm in the COG.
 2. Sat: Movie again at 7pm (see it again), tirivia at 8pm near Starbucks, and Dance Dance Revolution in the COG at 10pm
 - v. Also this weekend: BBT annual FFW weekend show is at 9pm on Friday in Globe Room. LRL and Swing Dance club have a Latin Dance Night at 7pm on Sat in the Ballroom (families welcome).
- b. Alice
- i. OSC now has a public facing incident reporting form for alleged conduct violation:
https://cm.maxient.com/reportingform.php?GonzagaUniv&layout_id=20
 - ii. Launch into Leaderships retreat, Katie Herzog looking for students to attend over Founder's Day weekend
 - iii. Ask to borrow the CSI ipads instead of printing out papers for signups and surveys
 - iv. Support Club Sports ZagFam Weekend Games: Women's Rugby at 9AM, Women's Soccer at 11AM, Men's Lacrosse at 4PM, and Men's Frisbee at 8PM

VIII. Discussion

- a. Ryan Meza will start GSBA team for Dance Marathon – March 23

IX. Hot Goss/Rumor Mill

X. Constitution & By-laws Test

XI. Adjournment