

ASA Meeting 9/25/07  
First Meeting of Semester!

Attendance:

Gillian  
James  
Brendan  
Sarah  
Paul  
Cristina  
Alya

ANNOUNCEMENTS

1. MEETING LAYOUTS:

- a. **Pre-Meeting:** submit discussion materials to asa-secretary at least 2 days early
- b. **General announcements:** (very general) to be announced at beginning of meetings
- c. **Individual reports:** more orderly way of going over topics, lead by those in charge, to follow the general announcements
- d. **Discussion and voting:** to follow individual reports

2. RULES/PROCEDURES:

- a. **ASA Exec Powers to Individuals:** powers of board are invested in individuals who will then be responsible for responding to emails corresponding with their powers
- b. **Email Lists:**
  - i. Asa-exec@mit.edu is publicly archived. Anyone can find all emails to this address—don't use for private information (e.g. accounts numbers, complaints about groups, etc.)
  - ii. Asa-internal@mit.edu is for all discussions for only members (not archived)
  - iii. Asa-president@mit.edu, asa-treasurer@mit.edu, asa-secretary@mit.edu are sent straight to those individuals for their respective responsibilities.
- c. **Voting over email:** subject will read "MOTION" or "APPROVE" to [asa-internal@mit.edu](mailto:asa-internal@mit.edu), need six (?) responses to approve.
- d. **Redirecting information/questions:** redirect information and questions pertaining to a job/project to the person in charge of that job/project
- e. **Meeting with Administrators (Larry, Phil, Jed):** go through James to schedule an individual meeting or go with James to his monthly or weekly meeting(s)
- f. **Regular ASA Meeting Time (Biweekly):** keep floating meetings so that we're not always missing the same two people

3. LARGE PROJECTS FOR THE YEAR:

- a. **Office Space Allocations**

- i. James is working with Paul and UA space planning committee, Jess Sundberg, on this
  - ii. Want a bigger, long term arrangement for more space—planning ahead!
- b. [Improving Group Processing](#)
  - i. Where are the kinks? Find them ==> Speed up the process
  - ii. Have groups sign a contract that includes basics of most constitutions every year instead of individual constitutions? (keeping their own mission statement, of course)
- c. [New Database](#)
  - i. James on this, again. Anyone else interested in helping? (Alya?)
  - ii. We need something simpler than what is currently there!
- 4. RECURRING PROJECTS
  - a. [Bulletin Boards](#): Sophia
  - b. [New Group Recognitions](#): Alya
  - c. [CPW Midway](#): James, Gillian
  - d. [Disputes/Miscellaneous Issues](#): try to minimize disputes/complaints with improvements this year!

## INDIVIDUAL REPORTS

### JAMES

- [Midway](#) was a success!
  - Survey for e33's success, do it again next time...discuss \$ with them
  - No table request issues
- Circle K and BICSO merged to [MIT service](#)
- [15 groups derecognized](#):
  - Aerospace Transport Association
  - Class of 2006
  - Class of 2007
  - Danzan Ryu Jujitsu Club
  - Electronic Gaming Group, MIT
  - MIT/DL Bridge Club
  - Plyos Club
  - Poker Club, MIT
  - Running Club, MIT
  - Sloan Jewish Student
  - Snowboard Team
  - Songwriting Club, MIT
  - Swass Distribution
  - Tiny Tech Club
  - VaNTH Student Leadership Council

BRENDAN

- [LEF/ARCADE](#) happened.
  - Next step: allocation appeal process, Shan and Brendan on this
- [Mailboxes](#): nothing yet, was sick, will be done in next 2-3 weeks

SOPHIA - not present.

ALYA

- [GSC](#) funding board meeting (this past Friday) for fall allocations went well
- Tons of [new group requests](#), meetings for six scheduled for Wednesday, 26<sup>th</sup>
  - Any member interested welcome to attend these such meetings
  - One or two more meetings to follow for rest of new group and secondary (?) meetings

GILLIAN

- Working with James and anyone else interested to figure out a better way to [search through asa minutes --new system!](#)
  - Input welcome!
  - E.g. how to find every conversation/meeting with a particular group over the last few months without having to open and search every minutes within that time period
  - Like a google search for the minutes?
- Willing to [help/lead cpw midway](#)

CHRISTINA

- [CAC](#) meeting on Wednesday, 26<sup>th</sup>

## [DISCUSSION/VOTING](#)

OPEN FLOOR

- a) [hazing forms](#)
  - a. form online that will read certificates—needs to look prettier
  - b. president goes in, submits group, and checks off agreeing not to haze, etc.
  - c. yay no giant hammermill bucket filled with constitutions and hazing forms!
- b) [T party](#)
  - a. UA needs to coordinate with GSC (no new grad students attended?)
  - b. Happens before recruitment, very confusing...
  - c. Could the evening belong to REX?
  - d. Sarah is investigating...
- c) [Forward emails](#) corresponding to someone else's job through reply or forward to that person—he/she can update at the meeting
- d) [“we'll get back to you” emails](#), cc asa-president, asa-exec, or asa-internal???
- a. James on this.
- e) [ASA bulletin board](#) in the infinite is locked. Sarah, please help us get in:
  - a. How to get in
  - b. Start putting up things for this year
  - c. Figure out if we can get a key for the lock/have it removed/replaced

f) [Sidenote](#): james's calendar is on techtime. Search full name to find it.

Motion to adjourn. 10:27. GOODNIGHT!