ASA Meeting   5-9-07
Transition Meeting:

Attendance:
Gillian
Jen
James
Cristina
Sophia
Alya
Brendan
Shan
Alex
Mike
Obrad

Office Allocations - JAMES
3 people
First a survey? How much office space? Meeting space? Storage space?
Collect apps, go through, allocate offices

Bulletin Boards - SOPHIA
Allocated on off years (non office years)
1 person to communicate with groups on off chance someone doesn't have one

Midways – GILLIAN, CRISTINA
During CPW and Orientation
Collect apps, create map (adjust old one)
1 person knows all! Or maybe 2 person team?

FYSM - GILLIAN
Contact company
Purchase order through at SAFO
Artwork, cd, ….
Follow through, makes sure it goes smoothly
1 person (not Jen), anyone interested?

New Groups/Group Maintenance – JAMES, ALYA
Groups have to give in paperwork—usually needs changing
Fixing database errors/slip-ups
1 person in charge of database issues?

Webmaster -
Helping with posting minutes of the meeting
Point person to talk with IS&T

Move applications online?

Minutes - GILLIAN
Who should send them out? Webmaster or me?
Take really good minutes because someone reads them?

Funding boards
ASA Treasurer
Needs members for LEF and GSC (see external committees)

External Committees
SLOPE – SARAH
LEF/ARCADE – SOPHIA, BRENDAN
meets 4 times a year to do allocation
GSC funding board –
 one person to go there (could be the same)
Asa treasurer?
CAC advisory board –
some for this board…they have money for us to tell what to do with, pretty impt! Space stuff
PSC –
Needs confirmation
UA –

Office Hours
For groups to come in and talk (outside of meeting time)

General Discussion
How to reply to emails over the summer?
Someone send out a simple "wait for James' response" email?
Use the Officer handbook (binder) or wiki to try to answer the questions ourselves
People who check their email more often can respond with either an answer or a "wait for an answer soon-ish" kind of deal

Hazing papers – during orientation?

EMAIL LISTS
Asa-internal   (just us)
Asa-exec   (publicly archived)
Asa-minutes

Too much traffic to asa-exec
Create new list? Take people off (non-internal = ua pres, gsc pres, advisor?)
Use other lists: asa-bulletinboard, asa-midway, asa-database,….etc
We will try-out asa-midway with Gillian, Cristina, and James

Motion: to remove all but asa-internal from asa-exec but keeping it public. (James)
Second. (Shan)
4-2-1
Passed.

Send out recruitment rules???
Who wants to go to Wellesley with James??? *wink wink!*