

## Minutes 11-30-10 Conference Call Executive Board

Start: 7:10 pm

- ✚ No official agenda set
- ✚ Congrats from Outgoing Presidents to new Executive Board
  - Offered support in our future roles and will be willing to help if we have any questions
- ✚ Andrea questioned roles set for incoming officers
  - -Officer roles: we can access/read them on the SBA website; write any questions down and we can discuss them
    - Shawnell Beltram – new position is to look for more volunteer possibilities at the request of different programs
    - Andrea –
      - contact existing SBA reps and see if they want to continue
      - Contact entering cohorts about SBA reps
      - Contact Kira Allen about setting up SBA table and promoting SBA at orientations
      - Visit San Mateo, San Francisco (Sac too far?) to promote SBA and reps
    - Jessica
      - Keep contact list of SBA reps and volunteers
      - Minutes/Agenda
      - Official correspondence from SBA
      - SBA mailbox in 3100 Telegraph
- ✚ Transition period – Todd/Riz
  - There will be one more meeting that Todd and Rizel will chair, and transition into the new exec board announcing upcoming events.
- ✚ -Communication and teamwork is KEY. - Kristin
  - Try our best to work together and update each other.
  - what the best way to communicate is for everyone
    - TEXT MESSAGES (no limitations) ok for Andrea, Kristin, Jessica, Todd, Rizel, Chidozie
    - Need to confirm – Shawnell – if text is OK.
    - Email – not good for Kristin, Jessica, for urgent matters, for Andrea ok
    - General – Text for communication preferred...especially for urgent matters
- ✚ Are we still having a BBQ?
  - Craig Elliot really wants to have one every semester.
    - Good for mingling, mixer, between programs, and great stress reliever.
  - Its up to new exec board per Todd and Rizel
    - Andrea – concerned with having to cook and would like the easiest item due to finals
    - Bobby Jackson – for tables
    - Catering or Pizza
    - Options
      - Budget/time dependent
      - Easy – Pizza
      - Intermediate – partial catering
      - Expensive – Full service caterer
    - Caterer from last year (Boneheads BBQ) Kristin has contact info

- Treasurer needs to be involved and s/b present to acknowledge budget
- Agree yes – Kristin, Andrea, Jessica for BBQ
- Friday, December 10, 2010 from 11:30-13:30.
  - Location TBA – Peralta parking lot needs approval
  - Delegation of tasks, request help from class reps
  - Involving other programs to sell items or information about their group
  - Sell SBA sweaters
    - \$25 and \$15
    - need extra table
  - Raffle (SBA sweaters, \$25 giftcards, Amazon, Starbucks, Visa, etc.)
    - Turn in at SBA table

#### ✚ Schedule conflicts

- T/W afternoon OK Andrea/Jessica Th/F clinical days til 2p
- T/W Clinical Kristin/Chidozie/Shawnell F-Kristin busy til 1p/Chidozie/Shawnell busy after 1p

#### ✚ BBQ to do!:

- Kristin:
  - Contact Chidozie for budget/Financial report
  - Contact Boneheads BBQ for availability/quote
  - Make/send out flyers
- Andrea:
  - Contact Craig Elliot for location approval
  - Contact Craig Elliott about location/access to SBA office (for all officers)
    - Email all officers for # on back of badge upper right corner to modify access
  - Print flyers
  - Contact Class reps
- Jessica:
  - Send out email to student body/faculty and staff
  - Contact Britta Hult(PA-SBA rep) and Michael Guiang (MANE) about providing drinks
- Shawnell:
  - Contact Bobby Jackson (via HEC information desk-Teresita) about getting 6 long, skinny tables set up at event location
- Chidozie:
  - Update and share (with officers) budget and financial report
- Todd:
  - Open SBA office to get raffle tickets and sweaters
  - Go to store to get raffle prizes (gift card amounts pending)

#### ✚ Officer team building – Mini-retreat

- overnight retreat over holiday break in order to get to know each other more
- Date and planning will be decided at a later time
  - Kristin and Andrea have trip planned

#### ✚ Team Building/leadership retreat

- for officers and class representatives
- Tahoe trip last year was a blast
- Good time to outreach to those who may get involved

- Trouble getting more programs involved and schedules to mesh
  - Possibly January Tahoe weekend

✚ Next Meeting

- Monday, December 6th at 12:00
- Meeting with John Shuman

✚ FACES with Aara this Saturday, Dec 4<sup>th</sup> 9a - 2p

- Outreach to high school students interested in health professions

✚ Attending:

- Todd Yee –Co-President
- Rizel Santos – Co President
- Kristin McNamara – President Elect
- Andrea Carter \_ VP Elect
- Jessica Velazquez – Secretary Elect

**Prepared by Jessica Velazquez – Student Body Association Secretary**