



MIT UNDERGRADUATE ASSOCIATION

# Cabinet + Operations Meeting Agenda

September 20, 2018 7:00PM in W20-400

## Agenda

### **7:05 - 7:10 Welcome + Housekeeping**

Reviewing the meeting schedule, monthly reports, Google Calendar, Google Drive, UA Website, and Committee Bylaws

### **7:10 - 7:20 Committee Updates**

Please fill out your committee updates from the summer in the table below!

### **7:20 - 7:25 Retreat Feedback**

If you don't want to submit feedback on the anonymous form, feel free to write them below and we'll discuss it.

### **7:25 - 7:40 Committee Application Next Steps**

Application responses can be found here and close 9/19/2018. Please let me know once you've reached out to your applicants. We'll talk about interviewing, the first meeting, and committee bonding.

- ~~Would you be interested if we ordered To Go packs (in [agave](#), [indigo](#), [cayenne](#), and [mulberry](#)) for meetings?~~ Marketing ordered some and they're here!

### **7:35 - 7:45 UA Committee Members Welcome Dinner**

In lieu of a October GBM, we'll be holding a new member welcome dinner tentatively on Wednesday October 3rd at 7pm (the night before our next meeting). What would this dinner look like? What information would you like?

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### 7:45 - 7:55 Open Discussion

Any questions on your mind? Ideas for future Cabinet meetings? Comment them below and we'll make sure to talk about it!

- FallFEST announcement!
- Next meeting on October 4th will ~~most likely~~ definitely overlap with the first year experience forum in 56-154 at 7-9pm we are hosting. Do we want to move or cancel the meeting and go to the forum instead?

## Attendance + Committee Updates

Committee & Chairs	Committee Updates	Present?
Alumni Affairs Grace Hsu / Michelle Menkiti	-contacted relevant groups in communication with the new Alumni Association head, discussing ways to work together -Discussing Better World Panelist Lunches with Alums and students (Partnership with SAA)	x
Campus Planning Charlotte Chazen	- Student campus improvement competition, meeting tomorrow	x
Community & Diversity Emanuel Perez		
Community Service Aaron Robles / Lucy Liao	-new member bonding/community service event on 10/5? Does this timeline work for everyone? Should we find another event too? -received information from Cambridge School Volunteers about matching students to volunteer events	
Education Jingwei Ma / Daiyao Zhang	-Outlined projects (midterm eval, faculty engagement, grade transparency) -Clarified state of student-faculty dinner program, meet with Ian on Thursday 9/27	x

Events Alby Joseph / Alice Zhang		
Finboard Bamlak Gessesew	<ul style="list-style-type: none"> <li>-Summer cycle was successful, allocations and appeals went well</li> <li>-Fall cycle is now open, closing Friday at midnight</li> <li>-UA travel grants are happening periodically as well, some conferences are between deadlines</li> <li>-Need to wait for new members to assign allocations for fall</li> </ul>	x
Innovation Malte Ahrens	<ul style="list-style-type: none"> <li>- Prepared Compton Lounge sustainability brief; presented to admins, UA Council</li> <li>- Relaunched Compton Lounge</li> <li>- Grew committee leadership</li> <li>- scheduled interviews</li> </ul>	x
Involvement Ben Kaplan		
Marketing Clare Liu	<ul style="list-style-type: none"> <li>-ordered Patagonias for old/new chairs &amp; sustainable silverware for all of UA members</li> <li>-will set up marketing order form soon</li> <li>-will continue the process of updating website once new members become onboarded</li> </ul>	x
Public Affairs Ashti Shah / Grace Chuan	<ul style="list-style-type: none"> <li>-starting TerraByte this week</li> <li>-want to shift focus to Cambridge City politics</li> </ul>	x
Sustainability Avital Baral / Rebecca Grekin	<ul style="list-style-type: none"> <li>- Trash2Treasure on RegDay</li> <li>- Plans for a large community garden in motion</li> <li>- started planning for Trashion Show</li> <li>- had meeting with Bon Appetit about reusable containers loaner program</li> <li>- subcommittee lead checkins + started interviewing applicants</li> </ul>	x

Student Support & Wellness Sophia McGowan / Andie Maloney	<ul style="list-style-type: none"> <li>- First committee meeting Sunday, reassigned projects</li> <li>- Analyze results of tutoring survey, meet with undergrad officers</li> <li>- Mural in MH&amp;C, done by end of the semester (hopefully)</li> <li>- Study break / plaques</li> </ul>	x
Technology Yaateh Richardson	Mostly Recruitment and logistics <ul style="list-style-type: none"> <li>- Reached out to Chris Peterson about potential Projects</li> <li>- Talking about App Store at next cabinet meeting</li> </ul>	x

## Minutes

- Meeting starts at 7:10
- Introductions
- Suggestions for holding Cabinet meetings elsewhere?
  - Banana Lounge
- Monthly reports: UA sends report to undergrads@, fill out by Sept. 31st
- Put weekly committee meetings on Committee Calendar
- Also reserve rooms through calendars
- Shared Google Drive with everyone
  - Can be shared with all UA
- Update committee pages on UA Website
  - Be sure to add contact info
- Review committee bylaws!!!
  - Make bylaws if committee doesn't have them
- Review committee updates
- How many people will UA Education take?
  - ~20 people
  - Will schedule interviews
- Campus Planning: meeting tomorrow
- Innovation: 70 people applied; already scheduled interviews
- Student Support & Wellness: will conduct group interviews, potentially present survey results

- Sustain: proposal for large community garden done by January; checked in with all 6 subcommittees; scheduled interviews for everyone
- Public Affairs: articles for TerraByte already written; want to be more outward facing
- Marketing: package for reusable utensils arrived? Will bring it to dinner meeting with new members; will reach out to those who applied soon
- Technology: Decided on projects to work on; will do beta for app; will reach out to applicants soon
- Alumni Affairs: looked at interview process, and will contact applicants tomorrow
- Finboard: Hard to do travel grants based on deadlines because some people have conferences that are between deadlines, so need to do on rolling basis
  - Do on monthly basis?
  - Will reach out to applicants soon
- Community Service: Kat reviews updates
  - People have mandatory class → Kat will send our survey for new members to RSVP
- Events: buy tickets to FallFest!!
- Any feedback for retreat?
  - Willie had a great time
  - Can anonymously submit through form
- 150 applicants!!
- Make sure new members have something to do
- Applicants will get to decide which committee to join (if accepted to multiple)
- Innovation: turnaround of Oct 1 is pretty soon with so many applicants
- Instead of GBM, welcome dinner on Oct 3 with all new members and old members
  - How many people? Probably 100-150
  - Likely in stud
  - Walker, Lobby 13, Building 7 5th floor (exhibition space - Long Lounge) are options
  - Nicer space
  - 5-10 min introductions
  - Nametags
  - Poster of everyone on website/projector
  - Photos of what UA did last year → send to Kat

- Move GBM to 17th? Monday night? → Kat will decide date soon
- Send committee members + their kerberos to Mahi
- Next meeting with overlap with FYE forum
  - Want feedback
  - Any new ideas?
  - Everyone should go to forum!
- Brainstorm for bonding events?
  - Succulents (poke UA sustain)
- Experiment with cabinet meetings
  - Circulate around
  - GBM as science fair style
  - Randomize very small groups
- Meeting ends at 7:54PM