



MIT UNDERGRADUATE ASSOCIATION

Cabinet + Operations Meeting Minutes

October 18, 2018 7:00PM in the McCormick Penthouse

Agenda

7:05 - 7:15 Rose, Thorn, Buds

Something that went well in the last two weeks, something that didn't go well, and something you're looking forward to :)

7:15 - 7:30 UA Events: How to run a smol event

Going over the timeline, logistics, and planning that goes behind running a study break to help your committee plan events.

Slides:

<https://docs.google.com/presentation/d/1r6SaCStEcP7PLfMm3QeT2fbiSn-en3ezis5WvkP1XKY/edit?usp=sharing>

7:30 - 7:45 Accountability and Appreciation in the UA

How do you set expectations for your committee members attendance / work?
What are ways (both big and small) to show appreciation?

7:45 - 7:50 Committee Updates

Please fill out your committee updates in the table below!

7:50 - 7:55 Upcoming Events & Open Discussion

- October 25th 5-6pm 32-123
 - College of Computing Student Forum
- October 29th 2-4pm 7-133

- Vice Chancellor Waitz Office Hours for feedback on the 2022 experiment
- October 30th please fill out your updates for the October Monthly Report
- November 1st 7-8pm location TBD (send me suggestions!)
 - Next Cabinet meeting, with Jon Schwarz in Institutional Research to talk about survey best practices
- Spaces: DUSP sky lounge, 6th floor building 9
- Food: Falafel + hummus, Mediterranean, Sugar + Spice Thai food

Attendance + Committee Updates

Committee & Chairs	Committee Updates	Present?
Alumni Affairs Grace Hsu / Michelle Menkiti	- Had our first meeting yesterday. Assigning projects to members and getting input about other projects they want to do.	
Campus Planning Jen Fox & Alex Boccon-Gibod	-Integrating new members and setting up meeting time -Met with Mahi to discuss stud renovations and will meet with CAC/DSL to further discuss -Brainstorming project ideas	x
Community & Diversity	Looking at new candidates for Chair.	
Community Service Aaron Robles / Lucy Liao	-We got 15 new members -Starting to get contacts for community service chairs for dorms, sororities, and fraternities -Reaching out to local community service groups to get to know them better!	x
Education Jingwei Ma / Daiyao Zhang	-Had our first meeting, currently sorting out project assignments for each member -Jingwei met with administration to sort out dinners. It will be up either tomorrow or next Monday :)	x
Events	-Currently planning Fall Study Break 10/31	x

Alby Joseph / Alice Zhang	<ul style="list-style-type: none"> from 4-6 pm Kresge Oval -Collaborating with Involvement to get undergrad feedback at Fall Study Break - Working on Tech ITwinkles plans/funding 	
Finboard Bamlak Gessesew	<ul style="list-style-type: none"> -Finishing up Appeals (will be sent to UA Council by Friday night and to students shortly after) -Working on Travel Grant approvals 	
Innovation Malte Ahrens	<ul style="list-style-type: none"> -Onboarded 30 new members -Started the <i>ideas and persons</i> project team building process -better food on campus pilot to launch shortly -working with banana suppliers (Del Monte; Sid Wainer & Son) to improve disappointing banana quality -quiet/meditation space development in 50-305 underway -student art in Compton coming soon -huge thanks to Rebecca and her team, helping accelerate getting compost bins to Compton and connecting us with MIT Facilities to discuss operational improvements to the space -betterMIT meeting happening with UA Tech next week 	x
Involvement Ben Kaplan/Lily Huo	<ul style="list-style-type: none"> -5 new members -getting a plan for UA social events for october -going to be assigning each member to a larger goal for the semester, based on what we spoke about last week as well as internal discussions (Comment boxes, Raising awareness of UA, Reaching out to living group leadership, etc.) 	x
Marketing Clare Liu	<ul style="list-style-type: none"> -designed UA new members dinner email banner -designed materials for Techmart -working on: Alumni Affairs & Education requests 	x

	-working on (long-term): door signs for UA members	
Public Affairs Ashti Shah / Grace Chuan	<p>Outlined projects and came up with actionables for:</p> <ol style="list-style-type: none"> 1.) Publishing and expanding the TerraByte 2.) Working with Cambridge City council to push for certain education reforms in the public school system 3.) Working with Boston City council and MIT FSILGS to see how we can help to build a stronger relationship between the two. <p>Worked with MITVote to generate an informational pamphlet that can be handed out before elections. The pamphlet outlines what the midterm elections are all about and some of the differences between the house and senate</p>	x
Sustainability Avital Baral / Rebecca Grekin	<ul style="list-style-type: none"> -Trashion Designer Apps are open! -Had a Tomato Sale for the UA Garden -Planning on hosting a MIT Sustainability Tour in partnership with MITOS -Adding a compost pickup at East Campus -Terracycle Bin going to be restarted in the z-center (recycling protein bar wrappers) -Planning on attending Students For Zero Waste Conference in Philadelphia -Ongoing meetings with Bon Appetit about reusable dishware loan program -Meetings with GSC, ESI and MIT Climate Action Team about project collaboration 	x
Student Support & Wellness		

Sophia McGowan / Andie Maloney		
Tea with Teachers Emily Chen		
Technology Yaateh Richardson	<ul style="list-style-type: none"> - Revising our vision for the App Store. We want to address the same problems, but in a way that will be more fun, interactive, and useful for students. What we are currently envisioning is a system with a similar to reddit, but different organizational hierarchy for information. - We lost two members so we are currently at 16 :(- We are planning our hackathon and trying to get a fellowship or sponsored urop of some sort by the Ian Waitz. - Meeting with Incomm regarding BetterMIT pushed back to oct 26th. 	x

Minutes

7:15 UA Events presentation

- look at the presentation :)
- Register event if 25ish+
- Try to overestimate within budget, esp. food
- Manage flow of people w/ crowd control

7:26 Accountability

- Break out into smaller groups
- Bringing snacks to every meeting, munchkins on first floor of stud
- Having members take more control of the project, CoE had a member go and talk to Ian and she was really inspired
- Asking people to email beforehand if they miss something
- Taking people out of the meeting room, out to i.e. Tosci's
- Take every member out to coffee at the beginning and at the end of the semester, asking about what the person wants to get out of it, and how I as a

chair can help these members achieve that

- Smaller brunches every weekend around a conversation (i.e. values, scaling a team, etc)
- Assign substantial actionables
- People ignore things when they feel overwhelmed, letting people know that its okay if you can't get to that, tell us, check in with them a couple days before
- Strengthsfinder?