Cabinet + Operations Meeting Agenda

October 3, 2018 7:00PM in 26-110

Note: The meeting is officially from 7-8pm. However, since we're having this in a community space we're also having "office hours" before and after, where anyone can drop by and ask questions / hang out. It would be nice if you could stay after in case there are questions, but don't feel obligated to.

Agenda

7:05 - 7:25   UA Involvement Brainstorming
What are actionable ways we can create communication channels to students? Where, when, and how do frustrations get voiced? Whom do students talk to when disappointed with something?

7:25 - 7:30   Officer Updates
- Career Fair
- Wellbeing Hub
- Swipeshare
- Student Life Fee
- TechMart
- Student Center Renovations

7:30 - 7:35   Committee Updates
Please fill out your committee updates from the summer in the table below!
- [The Marketing form is open](#)!

7:35 - 7:45   UA Education: How to run committee meetings

First meeting of the year example:
https://docs.google.com/document/d/1FIpY1cOZxlA2v3zEgi6YKIniFMvRnt8RZAHdCrwpp6I/edit?usp=sharing

Weekly agenda example:
https://drive.google.com/open?id=1T-WzD7syjJgOKo67TMV9sGoYnWrMbXuce7AFpjnCqBw

7:45 - 7:55   Upcoming Events
Bold = mandatory
- [tomorrow] October 4th 7-9pm in 56-154
    - First Year Experience forum on the goals of an MIT education, and ideas for a 2023 experiment
- **[Friday] October 5th**
    - Please send Mahi (melango) a list of your committee members so we can update mailing list and keep track of membership
- October 10th 7:30 - 9pm in W20-400
    - UA Council. VP and Dean of Student Life Suzy Nelson will be speaking about DSL goals
- **October 11th 7-8pm, 20 Chimneys (W20-306)**
    - UA new members welcome dinner
- **October 18 7-8pm, McCormick Penthouse**
    - Cabinet meeting. Send me food requests!
- October 29th 2-4pm 7-133
    - Vice Chancellor Waitz Office Hours for feedback on the 2022 experiment

7:55 - 9:00   Open Office Hours!

Attendance + Committee Updates

Committee & Chairs	Committee Updates	Present?
Alumni Affairs Grace Hsu / Michelle Menkiti	- Completed Interviews & Finalized Committee Members - Currently finalizing alumni panelists for UA Better World Alumni Panel - Meeting with Alumni Association tomorrow about advisors - Have reached out to contacts for Spring Career Fair Collaboration, Alternative Tent Parties Collaboration, and Externship Collaboration	
Campus Planning Charlotte Chazen	In process of interviews. Brainstorming small, new ideas	
Community & Diversity Emanuel Perez	● Process of recruiting ● In middle of reaching out to CASE, LCC	
Community Service Aaron Robles / Lucy Liao	We are going to do community service on Friday We accepted 17 new members	ex.
Education Jingwei Ma / Daiyao Zhang	- Finalized members, currently getting their gmails and mit id - Sent out violations reminder - Reached out to Noah about dinners - Filled out a marketing form to get poster for dinners - Planning project goals for the near	
Events Alby Joseph / Alice Zhang	Recruitment went well - we have a team of 11 members! FallFEST went great! Approx. 600 people attended the event and everyone seemed to really enjoy it! - Nasim Pedrad was hilarious.	
Finboard	Fall Allocations complete-ish	

Bamlak Gessessew	Will open appeals applications 10/8 Wrapping up new team member selection	
Innovation Malte Ahrens	Had our first five all-team meetings for the semester; grew our committee leadership team; interviewed 70 new applicants to the committee Open call for student art in Compton Lounge in collaboration with MIT Student Arts Programs; hosting community events in the lounge in collaboration with PKG, Addir Fellows, and UA Cabinet; working with MIT Mind Hand Heart to offer stress toys and new furniture in the lounge; working with UA Sustainability to have compost bins Working to improve quality food options on campus, launching a delivery service pilot with Cambridge vendor "Life Alive" in collaboration with Prof. Mark Bathe Developing a room of quiet (a meditation space) in collaboration with MIT Spiritual Life Outreach with venture capital (VC) firms Reorging the committee for 40 members; onboarding new members; launching the UA Innovation task-forces for 2018-19	
Involvement Ben Kaplan	In process of interviews. Beginning to plan out internal UA social events. Reaching out to clubs to raise awareness amongst a wider MIT audience of the various support UA could provide. Developing a plan for lines of communication to develop to better understand student opinions and concerns across campus, will be more actionable after tonight's meeting.	
Marketing Clare Liu	2 new members, yay! The marketing form is open: ua.mit.edu/marketing. Please give us 2 weeks turnaround time.	ex.

Public Affairs
Ashti Shah / Grace Chuan
	Recruited 6 new members.
	Our projects for this semester will include:
	  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.	

Sustainability Avital Baral / Rebecca Grekin	- First GBM went well, we have 34 new members! - Garden tomato sale tomorrow from 12-2pm - Pilot of plate lending program with bon appetite went well! - Fenway volunteering a success, 25 people went and saw the yankees vs redsox game	x
Student Support & Wellness Sophia McGowan / Andie Maloney	1) Held interviews and recruited 3 new members. Still keeping recruitment open to pull members from other areas of campus 2) Setting up meetings with MIT staff working on projects with us (Free sanitary hygiene products, MH&C data) 3) MH&C hallway mural is in progress and we are working on the text for plaques that will be placed alongside	
Technology Yaateh Richardson	- Had a couple of GBMs. Mostly onboarding. One with Elton Lin who demo'd his feynman.online platform. We may work with him in the future. - Still waiting to hear back from a few members, we are currently at 14 members. - App store development - Looking into funding and fellowships for the BetterMIT Hackathon	

	- Reworking beta pre deployment.	

Minutes

7:05 Meeting begins

7:06 Ben, UA Involvement Committee
- UA Social Events -- how should thoughts be collected?
    - In person
    - What about other MIT students?
    - Outside Kresge
    - Poll at new members dinner w/ sticky notes
    - Slack poll
- Banana Lounge has had success with comment box. Where should we put comment boxes through campus? Not meant for a specific issue/cause, but general thoughts
    - Libraries
    - 5th floor of Student Center
    - Could do rotations in Lobby 10
    - Respond to MIT Confessions
    - 26-110 (Banana Lounge)
    - Whenever there's a big initiative, near there
        - TechMart (already has one!)
- How do we make ourselves available to people in our living groups? Would this be valuable?
    - Draft an email
    - Room door signs
        - Kat will send email with form collecting individual information
        - UA Marketing will work on it!
    - Renovating the UA Office
    - Redirect student to appropriate person in UA
- Two main initiative in terms of external communication: logistical/administrative support (looking at leadership of clubs), and personal support (came up in UA retreat → hear genuine ideas/opinions, esp. where it might be held)

- Where/when/how/to whom do people share their concerns?
    - Talk to fraternity, sorority, living group presidents
    - Have something on the MIT Mobile app
        - UA Technology will look into it
    - What kind of concerns does the UA take it? People don't entirely understand.
        - Even though the UA may only work on certain things at one time, we can direct you to the right person/place
    - UA Forums
    - Lobby 7 pillars posters have valuable information
    - UA Whiteboard, use part of the Infinite Poster
    - Guarantee response within 24 hours, and publicize the process we've made
    - Make sure all these processes are sustainable
    - Apparel (jackets + reusable forks/knives/etc -- hang them on your backpack!)

7:28 General Officer Updates
- Oversight board/committee of Career Fair, inc. student representatives, staff, admin from Vice Chancellor's Office
- Wellbeing Hub: Alexa meeting with folks from David Randall's Office + Medical
    - Building a detailed proposal
- SwipeShare program: can donate regular swipes on top of guest swipes (most of the 1000 swipes donated last year used
- Proposal to split Student Life fee between undergrads and grads so that more accurately reflects where money is being used
- TechMart is now open! They're constantly updating stock, and reading comment cards
    - Marketing materials coming out soon
    - Please use card/dining dollars until we hopefully roll out card tap
- Student center renovations! 5th floor Athena Cluster + 1st floor

7:32 Committee Updates
- Technology: Weekly GBMs. Getting beta up for app. Organizing BetterMIT Initiative. Will send out survey to collect feedback on addressing more than Course 6.

- Alumni Affairs: Accepted 15 new members! Meeting people from externship office, GECD, SAA, and alumni association to form partnerships.
    - How can we get students to think about the alumni association when they're students
- Innovation: Updates written above.
- Tea with Teachers: No big updates -- excited to be closer with the UA.
- Sustainability: Accepted 34 new members! Organic tomato sale in Lobby 10 tomorrow from 12-2pm. Piloted new system with GBM for free plates -- implement with UA meetings.
- Finboard: Fall allocations will be done tonight, send out to students groups on Monday. Appeals will start then.
- Events: Wrapped up FallFest!! Fall study break coming up -- reach out to Ben.
- Marketing: Ordered swag -- to-go packs and jackets. Better social media presence. Internal projects. Request form is up on UA website!
- Public Affairs: Members taking projects themselves and taking lead on it instead of assigning work. More outward facing and building local relationships.
- Education: Sent out email reminder about violations. Dinners are going to start back up once money is transferred. Working with marketing to get posters up!
- Community & Diversity: Working with CASE and LCC to come up with an event.
- Community Service: Doing community service in Boston, get to know potential partners.

7:42 UA Education Meeting -- how is it run?
- List out projects, people can prioritize their lists, and then projects assigned.
- Highs and lows of week. Always end on high! Or thorn!
- Announcements shared.
- Split up by co-chair and discuss specifics with people.