



MIT UNDERGRADUATE ASSOCIATION

# Cabinet Meeting 1

September 5, 2019 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 / How to run a committee**

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 / inter-committee collaboration**

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

### **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!

# Attendance + Committee Updates

<b>Committee &amp; Chairs</b>	<b>Committee Updates</b>	<b>Present?</b>
Alumni Affairs	<ul style="list-style-type: none"> <li>-Trying to work with outside groups to better connect with alums</li> <li>-Working with Elena with the externship office, tups and tricks event</li> <li>-Working with Multi-Cultural programs for Externship grant</li> <li>-Working with Tianna from CAPD, unconventional speaker series; mixer between speakers and students</li> <li>-More student/alum mixers</li> <li>-Work with alumni leadership conference</li> <li>-Colab with sustain alum dinner</li> </ul>	
Campus Planning	<ul style="list-style-type: none"> <li>-Internal recruitment and retention</li> <li>-collab with sustain for new green space (next to reif's house)</li> <li>-Focus group for the new welcome center in Kendall</li> <li>-Gateway/campus signage</li> <li>-Fair for the reduction of waste footprint on campus</li> </ul>	x
Community & Diversity		
Community Service	<ul style="list-style-type: none"> <li>-Trying to organize more community service outings</li> <li>-Colab with PKG</li> <li>-Trying to bring in Comm Service orgs</li> </ul>	x
Education	<ul style="list-style-type: none"> <li>-Outlined projects (violations, student-faculty interactions)</li> <li>-Working on internal retention</li> <li>- Faculty Advising- connect with Noah</li> <li>- Vice-Chancellors office took over student-faculty dinners (loop in UAEd)</li> </ul>	x
Events	<ul style="list-style-type: none"> <li>- Fall Fest; comedian (Michelle Wolf)</li> <li>- Tickets live on the 13th; event on Oct 4th</li> </ul>	x

	<ul style="list-style-type: none"> <li>- Thinking about revamping Spring Fest reveals</li> <li>- Going to keep trying to stay under budget</li> <li>- Lots of returning members</li> </ul>	
Finboard		
Innovation	<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> <li>- focused on short/long term projects (10day/10yr)</li> <li>- Expanding into the arts; better food options</li> <li>- Piloting sanitary products (MHH, Pleasure, ResLife)</li> <li>- Working on how to transition UA Inn</li> </ul>	x
Involvement	<ul style="list-style-type: none"> <li>- Improve branding and marketing</li> <li>- The shift from comment boxes to digital forms</li> <li>- Made an internal FB group for the UA</li> </ul>	x
Marketing		
Public Affairs	<ul style="list-style-type: none"> <li>-Mayor has agreed to come to campus end of September</li> <li>-Link in with City Councilors</li> <li>-Problem with recruitment/retention</li> </ul>	x
Sustainability	<ul style="list-style-type: none"> <li>- Student-run garden (produced produce)</li> <li>- Want to improve retention rate, branding</li> <li>- Just had T2T; very successful this year</li> <li>- Need a better way for individual UA subcommittee chairs to have access to t</li> <li>-Student-run thrift store on campus</li> <li>-Space reservation signatories</li> </ul>	x
Student Support & Wellness		
Technology	<ul style="list-style-type: none"> <li>-Working with Rami</li> <li>-Issues with recruitment and retention</li> <li>-Projects took too long to implement</li> <li>-Focus on smaller projects</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?
  - Willy 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