



1/10/18

- A. Call to Order- President
- B. Roll Call- Chief of Staff
- C. Minutes Approval
- D. Reports
 - a. Chief of Staff
 - i. I am the liaison between y'all and Seth. Try to contact me before him unless you have something specifically for him of course
 - ii. Cabinet meetings are Wednesday at 5 and your reports must be in to me by noon that day. Your reports will be what goes in the minutes that will be posted to the website every week
 - iii. I will be checking on y'all through the week to make sure things are getting done, not just one the days we meet.
 - iv. You have to make sure your coordinators and assistants are doing their jobs, you have to be willing to delegate. There was a reason they were chosen just like you were chosen.
 - v. You will have to get one office hour a week in OSE to work for your position. When you come in is up to you, text me whenever you are in so I can document that you were in. If you work for an event that will take the place of your office hour for the week. The people under you have to get one a month and it is up to you to make sure they do.
 - b. Director of Financial Affairs
 - i. Position not filled yet
 - c. Director of Communications

- i. Website Coordinator
 - redo the website
 - Make small changes
 - Three week livestream plan
 - ii. Social Media Coordinator
 - Social Media Plan
 - Themed days
 - Checking notifications promptly
 - Three week livestream plan
 - iii. Big Event
 - I want to push our social media more
 - Using the Big Event as a big social media tool
 - Press releases
 - iv. Student Outreach
 - I want a social media board to display during any student outreach events
 - v. Main goal:
 - To get our follower and impression count up while having fun at the same time.
- d. Director of Student Outreach
- i. A general overview of the Office of Student Outreach was conducted for the previous semester of Fall 2017. Before planning initiatives for the upcoming Spring semester (2018), I recognized sections that I recommend need improvement/clarity and are crucial to the structure and goals of this executive office. With overall understanding of all resources of this office, and how to utilize these resources, we can increase the Student Government Association relationship with the general student body.
 - ii. Marketing Plan for Student Outreach initiatives
 - 1. Media schedule for outreach postings

2. Marketing graphics to post for students to 'get connected'
 3. Create new slogan for a 'Improve Your Southeastern Experience' initiative. **use some ideas from 'Mission Statements'
 4. Work with Office of Communications to develop/finalize marketing plan initiative
- iii. Short & Long Term developments for basic student issues/ideas
 - iv. Student ease of access for Southeastern resources
 1. Develop flow chart of how students connect with SGA
 - v. Connect Southeastern's features to the general body's interest w/ partnerships with departments for events
 - vi. Leadership Advancement Initiative
 1. Finalize updated leadership plan revisions
 2. T-shirt Idea for members?
- e. Director of Traditions
- i. Everything with Homecoming is officially done. Waiting on the transition binder from Summer-- says it will be given to me by the beginning of the school year
 - ii. We talked about communication and delegation and we are all on the same page.
 - iii. We decided to do a group text instead of Group Me since there's only 4 of us and they said they would be more likely to check it and answer if it's a text.
 - iv. In order to delegate, we used the committee chairs from last year to create the tasks for each person. They are marketing, recruitment, operations, and outreach.
 - v. We have come up with a rough draft of the list of tasks. We will be adding to it this evening. I will make a finalized excel draft tonight.

- vi. We will also be looking at the budget this evening and finish it so we can get it approved asap
- vii. I have a list of meetings-- Wednesday at 6. The ROA will be put in tonight for them. All minutes will be put under my drive under "Meetings"
 - 1. Jan 24
 - 2. Feb 7, 21, 28
 - 3. March 7, 21, 28
 - 4. April 11, 18
 - 5. May 2
- viii. Meeting with Ratish to get the Big Event Website updated with
- ix. Registration Form and Job Site Application AS SOON as he's available next week- looking like January 17 or 18.
- x. Plans:
 - 1. Go to each organization to spread the word done by Feb 9
 - 2. Communicate with departments for staff teams by March 1
 - 3. Job site registration open Jan 22- March 2
 - 4. Registration Form- Open Feb.19-March 30
 - 5. Chick Fil A for breakfast, Neil's dad will be cooking lunch
 - 6. We want to have information in the Daily Star, Lion's Roar, and
 - 7. Ponchatoula-- especially Job Site Applications
 - 8. Have a Faculty/Staff Teams
 - 9. Tabling every week (Monday and Tuesday)-- 12:30-1:30 - start
 - 10. March 5, stop March 27
 - 11. Hand out Save the Date stickers and Koozies
 - 12. T-shirt Design by February 2
- f. Presiden
 - i. Thank you all for making this commitment to serve this year. I just want you all to know how serious I take this, and I hope you all do as well. This year we have a lot on our plate to cover and I know we can tackle it all,

but we need all of your buy in, as well as your strong leadership to get those under you to take action as well.

- ii. You have the power here. You have been appointed to this position, and although you may not have chosen those under you, they still report to you. You are responsible for them. If something goes wrong under your office, we will come to you. So make sure they are in line and on board.
- iii. Some things that will change:
 - 1. Procrastination
 - 2. Show up to meetings with a pen/paper or a laptop, and be writing and be mentally present.
 - 3. Office Hours and involvement standards for you and those around you.

E. Goal Setting

F. Reflect on Mission Statement

G. Announcements

- a. Reminder that meetings will be Wednesdays at 5 in Student Union Room 2206.

H. Adjournment