

JSA Board Meeting Minutes

Date:	April 21, 2004
Location:	Room 359
Time:	8:00 p.m. – 9:15 p.m.
Agenda:	Committee reports, Old business, New business
Attendance:	Jay Hawthorn, Vinson George, Ribka Emmanuel, Timothy Okabayashi, Elizabeth Tobin, Haukur Skulason, Hollis Ghobrial, Gerhard Golden, Professor Randy Batsell (Note, some JSA members not in attendance due to Follies dress-rehearsal)

Secretary Reviews Minutes of Last Meeting

Committee & Director Roles Reports	
Social	The End of Year Party to be held May 6th will most likely take place at The Social, Vinson to finalize details and send out an email to student body by end of week.
	Follies to take place tomorrow, Elizabeth, Tim, Vinson, Jay, and Chewy to set-up starting at 4:30.
Treasury	No Report
Election	See Below
Orientation	No Report
Action Items	JSA Board Members decided to begin sending an email out on listserv when approximately 5 new issues are posted to website in order to inform students of the resolutions and to prompt students to visit the website. Each email will include a list of the new issues with a link below to the JSA website (Kudos to Gerhard who completed updating the website!)
	Elizabeth Tobin reported on the following: Student ID alternatives <ul style="list-style-type: none"> - Gerhard created an excel sheet with students names, email addresses, and ID numbers for faculty to use mail merge as a solution to the privacy issue of posting grades with student IDs; Gerhard performed a test-run with no problems or difficulty, he will continue to refine the process and create a tutorial flow-chart document; Batsell suggested Gerhard work with our faculties' assistances to encourage faculty to be receptive of this technique; Gerhard to work with Jay to discuss how to distribute the information to faculty and their assistances. <p>Award Plaques</p>

	<ul style="list-style-type: none"> - Elizabeth reported that plaques are very expensive, even on discount websites (i.e.: \$60 – 120). She has a document on her research for anyone interested. Jay suggested making plaques on our own; Batsell suggested framing scrolls, Elizabeth to research the cost of scrolls; Elizabeth to also talk to Christa VanDrie about the costs of plaques the school has used in the past. <p>Alcohol Policy</p> <ul style="list-style-type: none"> - Jay will continue working with Kanatas to find out if the Jones school is truly its own entity in this case. <p>Dirty restrooms near the Shell auditorium</p> <ul style="list-style-type: none"> - Tim will discuss cleaning schedule with custodial staff, especially during special events; currently underway. <p>Lack in variety of food at coffee colloquiums</p> <ul style="list-style-type: none"> - Haukur will approach Shannon Cooper about the matter.
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Old Business	
Meeting with Kanatas	Jay informed Batsell about JSA meeting with Kanatas; Batsell conveyed the significant impact Gil has had on this school and he explained more about the subjectivity of the rankings.
Awareness Campaign	Jay sent to the ‘Awareness Campaign’ to the Alumni Board, and to the Jones Leader group via Lorri White, JGSAA Board President (we received very positive remarks from her).
Charter Update	<p>Progress on charter updates</p> <ul style="list-style-type: none"> - Commitment/signature page- In order to formalize the Board members and officers’ duties, Jay proposed creating a Signature Page for each new JSA Board Member to sign in place of the swearing-in process mentioned in the Charter; The Signature Page will be a sign of accountability that each new board member has read the charter and understands his/her duties as member and also as an officer, if applicable. Additionally, the page will state that any member can be removed from office if his/her duties are not fulfilled. Jay to have a Signature Page for the current board and officers to sign at the next meeting. - Duties posted to website- A roster of duties will be posted to JSA’s website to comply with charter requirements.
Voting Progress	Haukur reported that 64 students had voted thus far and only 4 votes were “No” (see New Issues list below)
Elections & Awards	No Report

GSA Approval	Hollis reported that GSA were not very concerned about the steps they need to take to approve our new charter, even though their board needs to read, vote, and approve it; GSA is not sure what action steps to take and will continue discussing it in their next meeting on May 18 th ; JSA will proceed with our election process as originally planned; Gerhard suggested sending them a survey to expedite the process; currently underway.
Follies Budget	JSA unclear on budget resources; JSA will fund part (giving extra \$400 to help out) and clubs and Peter Veruki's offices will also contribute; All money will be distributed through JSA .
Handbook	Vinson still working on it; Jay to inform him what parts from the old charter need to included in the handbook.

New Business	
Pink Ribbon House	Charity event to benefit breast cancer research at Baylor College of Medicine; Jay will ask Vanessa Schulte to have ownership for this event.
Lunch with Peter Veruki	Jay arranged for JSA to have lunch with Peter on Tuesday, April 27 th at 12 pm in the Cohen House.
Dean Search Committee	Jay reported that last week it was announced that five faculty, one MBA and EMBA student, alumni, and two Council of Overseers members will form the committee; The selection process has not begun, but the Provost will be in charge of the process and Dean Whitaker and Kanatas will play a very active role; Interview process to begin in the fall.
Club Presidents list for CPC	CPC requested a list of all club presidents; Gerhard already provided them with this information, but will follow-up with Charlotte to make sure that is all they need.
Club Posting on Website	Gerhard to work with Lauren Wilkerson to update Jones school website.
JGSM Issue	To be discussed at the next meeting
Election Forum	Event took place; no report.
Next Meeting	Wednesday, April 28 th at 8:00 pm

New Issues	
Non- JSA Students Involvement in Committees	<i>Issue:</i> JSA not proactive enough in soliciting non-JSA students to join specific committees.. <i>Action:</i> Jay suggested that after charter is approved, each Committee leader send an email out to the student body notifying them of their respective committees and also requesting interested students to write a brief paragraph about their interests and ideas for joining; (this does not apply for liaison roles)

Jones School Budget	<p><i>Issue:</i> Student would like access to the Jones School budget; student has no specific reason for seeing the budget; the budget is currently not accessible to students because Rice is a private institution.</p> <p><i>Action:</i> Jay spoke to Peter Veruki about the matter and Peter conveyed that all administration would be open to discussing this matter with the student directly; Jay will recommend student to pursue the issue with the Dean directly.</p>
Room Reservation System	<p><i>Issue:</i> Student requested to be able to view the master room calendar.</p> <p><i>Action:</i> Ribka will direct student to Cara Spinks; Cara welcomes all feedback since the system is in its first year of inception; Ribka to post a write-up on the matter to the JSA website.</p>
Emails in Face Book	<p><i>Issue:</i> Emails to be listed in face book</p> <p><i>Action:</i> Ribka to email Delores about the suggestion (related note: Delores will retake all second year students' picture next fall)</p>
Access to Alumni Database	<p><i>Issue:</i> Students do not have access to alumni database</p> <p><i>Action:</i> Gerhard to follow-up with Deanna even though this issue has long gone unresolved; Gerhard will ask Deanna to email students explaining the policy.</p>
Follies	<p><i>Issue:</i> Club presidents feel the collection of Follies funds was not handled professionally; Club presidents displeased at the last minute request for money and because they were not provided a budget disclosing the expenses; No committee was formed this year unlike previous years to organize the event.</p> <p><i>Action:</i> Jay and Vinson will follow-up with person in charge of Follies to share this feedback; Next year the JSA social chair will form a Follies committee in the fall.</p>
Elections for Charter	<p><i>Issue:</i> Haukur received a few angry emails from second years upset that they were not informed about where to reference the original charter and they wanted a comment box to have been posted in the election survey.</p> <p><i>Action:</i> Jay expressed his concern that all students do not know how open/receptive the JSA is to all feedback; Jay will email each student back himself.</p>

Action Items	
	Gerhard to continue refining the mail merge process and create a tutorial flow-chart document; Jay to work with Gerhard to discuss how to distribute the information to faculty and their assistances.
	Vinson to finalize End of Year Party details and send out an email to student body by the end of the week
	Gerhard to send an email out on listserv to direct students to the JSA website to read new issues posted
	Jay will continue working with Kanatas to find out if the Jones school is truly its own entity with regards to the alcohol policy

	Elizabeth to research the cost of scrolls; Elizabeth to also talk to Christa VanDrie about the costs of plaques the school has used in the past.
	Haukur will continue researching the matter of increasing the variety of foods at coffee colloquiums with Shannon Cooper
	Jay to create a Signature Page for the current board and officers to sign at the next meeting.
	Hollis to contact GSA to find out how to expedite their approval process of our new charter (i.e.: Surveymonkey election)
	Jay to send an invitation to JSA Board Members regarding the details of JSA lunch with Peter.
	Jay to ask Vanessa to have ownership for the Pink Ribbon House event.
	Jay to inform Vinson what parts from the old charter need to be included in the handbook.
	Gerhard to work with Lauren Wilkerson to update Jones school website.
	Gerhard to follow-up with Charlotte to make sure the CPC has all the information they need regarding clubs.
	Jay will recommend to the appropriate student to pursue the issue of the budget with the Dean directly.
	Once charter is approved, each committee leader to send an email out to the student body notifying them of their respective committees and also requesting interested students to write a brief paragraph about their interests and ideas for joining
	Ribka will direct appropriate student to Cara Spinks regarding room calendar issue; Ribka to write a summary (to be posted to the website) of the closed issue.
	Ribka to email Delores about the suggestion of putting emails with picture in face book.
	Gerhard will ask Deanna to email students explaining the policy of not allowing students to access alumni database
	Jay and Vinson will follow-up with person in charge of Follies to share feedback from club presidents.
	Jay to respond to the emails from students regarding the Surveymonkey election process.

Outstanding Action Items

	Vinson will draft a one-page pitch document to detail the different pricing scenarios that would be available to companies sponsoring parties if that option is adopted.
	Vinson will send out a party set-up and clean-up check list.
	Tim to discuss cleaning schedule with custodial staff, especially during special events.
	Jay will work to establish a printing account for JSA.

