

JSA Board Meeting Minutes

Date:	April 28, 2004
Location:	Room 359
Time:	8:00 p.m. – 9:00 p.m.
Agenda:	Committee & Director Roles Reports, Old & New Business
Attendance:	Jay Hawthorn, Vinson George, Ribka Emmanuel, Timothy Okabayashi, Elizabeth Tobin, Haukur Skulason, Hollis Ghobrial, Gerhard Golden, Chewy Redding, Jenny Maxwell, Robert Lilienstern, Michael Zievers Jr.

Secretary Reviews Minutes of Last Meeting

Committee & Director Roles Reports	
Social	End of Year Party to be held at The Social; JSA discussed the appropriate amount of drink tickets to have per person, the choices assuming 350-400 attendance were as follows: 1,075 tickets for \$5,000 (approx. 3 drinks), 1,460 tickets for \$7,000 (approx. 4 drinks), 1,200 tickets for \$6,260 (approx. 3 drinks). We decided that each person would receive 3 drink tickets. The event will be held May 6 th , Vinson to finalize details and send out an email to student body by end of week.
Treasury	Robert discussed the end of year party and plaque budget; Over \$5K will be carried over to next year's budget. See budget for details.
Election	Jay announced the new charter was overwhelmingly approved by 95%, 71/75 students approved the charter. Jay to send out an email announcing the results.
Orientation	No Report
Action Items Update	<p>Elizabeth Tobin reported on the following:</p> <p>Award Plaques</p> <ul style="list-style-type: none"> - All plaques to be made before the fall; Individual plaques for faculty and administration to be completed by the end of year party; Ribka to assist Elizabeth in getting individual plaques made. <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>Lack in Variety of Food at Coffee Colloquiums</p> <ul style="list-style-type: none"> - Haukur awaiting Shannon Cooper's response to the matter. <p>Jones School Budget Access</p> <ul style="list-style-type: none"> - Jay was informed that the budget is posted in the Jones Journal, Jay shared this information with the student; Issue is now closed; Jay to post a write-up on the matter to the JSA website.

	<p>Non-JSA Student Involvement in Committees</p> <ul style="list-style-type: none"> - JSA will take action on this matter in the fall so that the new first-year students will have the opportunity to become involved. <p>Email Listed in Picture Book</p> <ul style="list-style-type: none"> - Ribka reported that Delores has agreed to post email addresses below each person's picture. <p>Online Access to Alumni Database</p> <ul style="list-style-type: none"> - Per Gerhard's request, Deanna sent an email to the listserv explaining the policies that prevent the Alumni Office from sharing this private information with the student body; Gerhard to post a write-up on the matter to the JSA website. <p>Room Reservations System</p> <ul style="list-style-type: none"> - Ribka still awaiting a final decision from Cara Spinks. <p>Dissatisfied Election Emails</p> <ul style="list-style-type: none"> - Jay followed up with appropriate students.
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Old Business	
Charter Update	<p>GSA Approval</p> <ul style="list-style-type: none"> - Hollis reported that the GSA will vote on the new charter during their next meeting to be held on May 18th.
Follies Budget	Robert still awaiting receipts from Follies participants.
Lunch with Peter Veruki	JSA had lunch with Peter on Tuesday, April 27 th at 12 pm in the Cohen House. The overall message from Peter to the JSA was that he genuinely wants our feedback, and he is very dedicated to going forward with change and not losing momentum because of the upcoming dean search next year. Ribka to send Peter a Thank You card.

New Business	
Jones Budget Access	See Action Item Update above.
Commitment/Signature Page	All JSA board members signed the Signature Page to comply with charter requirements.
Roster of Duties	Jay passed around the Roster of Duties for each board member to approve. Jay will post this to the website.
Summer Activities	The main activities to plan involve orientation, specifically the airplane game, and social activities during the summer and pre-term. JSA will not meet over the summer months. It was suggested that JSA sponsor three happy hours over summer; \$300 to be budgeted per happy hour; Possible dates: July, before pre-term in August, and the middle of pre-term; Vinson and Chewy to plan events.

	<p>Michael suggested that the first official partio of the year be more ceremonial with regards to having introductions, ect. to initiate first and second year students interaction.</p> <p>Nightly Pre-term Happy Hours</p> <ul style="list-style-type: none"> - The Student-Alumni Club to work with club presidents to organize nightly events involving alumni and perhaps having different happy hours be club sponsored.
Next Meeting	This was the last JSA meeting for the 2003-2004 academic year.

New Issues	
Individual First Years' Bios	<p><i>Issue:</i> Currently, only second-year students have their bios posted on a website for alumni and recruiters to access.</p> <p><i>Action:</i> Robert to research why first-year students are not included in this recruiting tool.</p>
Rice MBA Stickers	<p><i>Issue:</i> Lisa Anderson suggested JSA make Rice MBA stickers to sell to students for their cars in order to help raise more funds for partios. New students were also asking for such stickers.</p> <p><i>Action:</i> JSA debated whether or not these stickers should be sold because alumni wanted to send stickers to new students over the summer in their mailings. JSA decided not to sell stickers to students and instead distribute them for free to all Jones students; Chewy to follow-up costs with Loren Wilkerson and get a Rice MBA logo approved.</p>
Entrepreneurial Club	<p><i>Issue:</i> Entrepreneurial Club is not an official club at the Jones school and no formal elections took place to nominate current officers.</p> <p><i>Action:</i> Gerhard to research this issue.</p>

Action Items	
	Vinson to finalize end of year party details and send out an email to student body by end of week.
	Jay to send out an email to listserv announcing the charter election results.
	Jay to post a write-up on the Jones budget issue to the JSA website.
	Jay to post the Roster of Duties to the JSA website.
	Ribka to assist Elizabeth in getting individual plaques made before end of year party.
	Gerhard to post a write-up on the alumni database issue to the JSA website.
	Ribka to send Peter Veruki a Thank You card for lunch.

	Vinson and Chewy to plan summer happy hour events.
	Robert to research the first-year bios issue.
	Chewy to follow-up costs for Rice MBA stickers with Loren Wilkerson and get a Rice MBA logo approved.
	Gerhard to research the entrepreneurial club issue.

Outstanding Action Items	
	Gerhard to continue refining the mail merge process and create a tutorial flow- chart document as a solution for not using student IDs to post grades; Jay to work with Gerhard to discuss how to distribute the information to faculty and their assistances.
	Jay will continue working with Kanatas to find out if the Jones school is truly its own entity with regards to the alcohol policy.
	Haukur will continue researching the matter of increasing the variety of foods at coffee colloquiums with Shannon Cooper.
	Jay to inform Vinson what parts from the old charter need to included in the handbook.
	In the fall, each committee leader is 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 still awaiting a final decision from Cara Spinks regarding room calendar issue; Ribka to write a summary of the issue to be posted to the JSA website.
	Vinson to draft a one-page pitch document detailing the different pricing scenarios that would be available to companies sponsoring parties if that option is adopted.
	Vinson to send out a partio set-up and clean-up check list.
	Tim to discuss cleaning schedule with custodial staff, especially during special events.
	Jay to establish a printing account for JSA.