JSA Board Meeting Minutes

Date:	November 12, 2004
Location:	Room 359
Time:	11:30 am -1:00 pm
Agenda:	Attendance, Committee & Director reports, Officer changeover business, Action items, Old business, New business, Close Meeting
Attendance:	Timothy Okabayashi, Elizabeth Tobin (Serving as Secretary for the meeting), Chewy Redding, Haukur Skulason, Gerhard Golden, Neal Carlson, Justin Manford, Robert Prohl, Elisa Shen, Laurie Tonnesen

Appointment of JSA Committee Director and Liaison Roles	
Chair	Tim Okabayashi
Vice-Chair	Elizabeth Tobin
Treasurer	Chewy Redding
Secretary	Laurie Tonnesen
Communications	Gerhard Golden
Technology	Gerhard Golden and Laurie Tonnesen
Curriculum	Justin Manford and Tim Okabayashi (will rotate off) / Laurie to help
CPC	Elisa Shen
Honor Council	Neal Carlson
GSA Liaison	Hollis Ghobrial
Alumni/Student Committee	Louisa Keyes
Student Club Liaison	Robert Prohl
Social Committee	Elisa Shen
Treasury	Chewy Redding / Elizabeth, Neal, and Tim can sign checkbook
Election	Haukur Skulason and Elisa Shen
Orientation	Robert Prohl and Laurie Tonnesen
Shareholder Relations	Elizabeth Tobin (will rotate off) and Neal Carlson

Committee Reports	
Social	Transocean was very pleased with the Partio – we need to submit an invoice to them. Next week's Partio will be sponsored by Conoco. Elisa will work with the Social committee (3 people) to better organize their efforts. Haukur will assist with set-up next week and Robert will help with clean-up.
Treasurer	Chewy reported that Robert Lilienstern is still in possession of the checkbook – will work with him to make sure outstanding items (consulting and marketing clubs Partio) are first invoiced then paid. The budget is in good shape in part because of the many corporate sponsored Partios.

Technology	Gerhard reported the committee has had 2 meetings and are close to finalizing the technology strategy. Ben Fischer is looking into the alumni database to see if we can get online access. Additionally, the group is looking into what technologies EMBA net uses, looking at the technology behind the website, and setting up an action item list protocol. The next meeting is scheduled for Thursday. Andrew Hawthorne will be sending out a technology survey to all students. Laurie reported on a December 17 meeting which will bring all stakeholders together for Technology Committee presentation.
Issues	Elizabeth reported on the following: Old, often broken copiers in the BIC 　- **Robert** will be taking over this issue; can we negotiate a better arrangement with outside vendors? Video of investiture 　- **Tim** will take over the issue and speak with Carrie Miller Rice MBA merchandise 　- **Tim** will take over the issue and speak with Carrie Miller Student nametags at company presentations 　- **Justin** will take over the issue; Christa is working on a solution where students will be able to order "hard", permanent nametags for a cost of $8-$12 Rice MBA stationary 　- Can now order stationary online; Issue complete – **Chewy** to write-up issue to be posted on the website Improved technology in break-out rooms 　- Unlikely in the near future (theft and upkeep issues); Issue complete – **Gerhard** to write-up and post on website MBA class rings 　- Graduate students can order these and do not need the 90 hours that undergraduates do; Issue complete – **Hollis** to write-up and post on website Coat rack in CPC to store suits 　- A locked closet can accommodate suits in the CPC and lockers are designed to accommodate them too; Issue complete – **Elizabeth** to write-up and post on website No classroom access after-hours 　- No change to this ongoing issue will be seen in the near future because the Dean feels very strongly about security related issues; Issue complete – **Gerhard** to write-up and post on website Undergraduate classes held in the Jones School 　- A limited number of undergraduate classes are in fact held in the Jones School but should present no problem. These students are not permitted to use break-out rooms though; Issue complete – **Elizabeth** to write-up and post on website. Electronic suggestion/issue drop box 　- JSA will not implement in favor of face-to-face or email

	based conversation; Issue complete – ***Tim*** to write-up and post on website
	Cannot use tetra points at the Pub in the evening
	- University prohibits this due to the possibility of alcohol sales; Issue complete – ***Chewy*** to write-up and post on website
	Homecoming BBQ
	- Alumni Office ended up having it catering which restricted work the JSA to perform; Issue complete – ***Hollis*** to write-up and post on website
	Door between classroom and break-out room hallways locked
	- ***Laurie*** will take over the matter and work with maintenance staff to come up with a solution
	Speed of data analysis class progression
	- Professor Borle will distribute feedback form next week to gauge student feeling; Issue complete – ***Louisa*** to write-up and post on website
	Club room used by non-JSA students
	- ***Gerhard*** will oversee the issue and particularly whether a plaque on the door is prudent

Old Business	
Orientation with New Members	Took place Wednesday, November 10th at 10:15 with all new members in attendance
Homecoming BBQ	Alumni Office ended up catering the event and JSA provided limited assistance.

New Business	
MBA Program Committee	Neal Carlson and Elizabeth Tobin will represent the JSA on the committee comprised primarily of faculty and administration. The committee tackles large issues of interest to the entire Jones School population. November 19th is the first meeting and a full report will be given to the JSA on the results of the meeting.
Student Led Team to Develop Recommendations	Talk centered on the need to make sure all communication from all parties is in sync and does not confuse or frustrate the administration. Two representatives from this group will be invited to the next JSA meeting to outline the intent of the task force they are hoping to form.
Additional JSA Communication	It is agreed that the first-year members will be instrumental in facilitating communication. Elisa will spearhead the internal communication component. This will continue to be a topic of much conversation. Gerhard and Chewy discussed the need to not "spam" the listserv about club business (But what about club speakers? Agreed that club Presidents should closely communicate). Robert will write-up a document summarizing this conversation.

| Next Meeting | Friday, November 19th @ 11:30 |