

JSA Board Meeting Minutes

Date:	March 31, 2004
Location:	Room 359
Time:	8:00 p.m. – 11:00 p.m.
Agenda:	Introductions, Document changes, Future processes, Current issues
Attendance:	Jay Hawthorn, Vinson George, Michael Zievers, Jenny Maxwell, Robert Lilienstern, Haukur Skulason, Gerhard Golden, Ribka Emmanuel, Timothy Okabayashi, Elizabeth Tobin, Chewy Redding, Professor Randy Batsell

Introduction of Board	
Professor Batsell accepted the position of JSA Faculty advisor. Individual introductions took place. Jay Hawthorn announced the following officer positions: Co-chairs: Jay Hawthorn and Vinson George Treasurer: Robert Lilienstern Secretary: Ribka Emmanuel	

Discussion of Evolution/ Document Changes to Existing JSA Charter, Handbook, and Election Code	
Discussed steps for revising JSA documentation	Decided to write an executive summary summarizing the key changes to the JSA Charter, Handbook, and Election Code and place in students' mailbox on Tuesday, April 13, 2004. On Thursday, April 15, 2004, JSA will hold an open forum before partio from 5:00-5:30 p.m. location TBD. In addition, an email will be sent to students to let them know what JSA board members are on campus daily to answer questions. On Monday, April 19 – Thursday, April 22, 2004, an election will be held to veto existing documents and allow current JSA Board to implement a new JSA Charter. If new documents are not voted for, JSA will hold an election for each change in existing JSA Charter, Handbook, and Election Code.
Document Changes	Regarding the JSA Handbook, JSA will combine its current information into the new JSA Charter and create a new JSA Handbook to be used as a manual to allow continuity between boards. The Election Code will be eliminated as a separate document and its contents will be included in the new JSA Charter.
	Discussed methods for becoming a more transparent organization:

	<p>post minutes of meeting, send periodic informative emails, issue a state of the union letter, and communicate any other necessary announcements.</p>
	<p>Due to the board's unanimous belief in the importance of the JSA organization, we agreed to eliminate any reference to the elimination of the organization in all documents. JSA board members feel that if we build enough mechanisms for change, there should be no need to have an election to dissolve JSA every two years</p>
	<p>As a result of the internal separation and differences between the full-time MBA and EMBA students at the Jones school, we agreed to not reference EMBA's in our documents nor require their approval or support in any JSA decisions. That said, committees can and should actively work on establishing frequent interactions between MBA and EMBA students.</p>
	<p>The new JSA Charter will include defined roles for Chairperson, Co-Chairpersons and Vice Chairperson. Elections for these positions and Treasurer and Secretary will take place only amongst the rolling six board members in the week elections are being held for new 6 board members. If a tie exists among these positions, the second-year outgoing JSA board members will vote to break the tie.</p>
	<p>In the event that only 5 people are nominated for 6 JSA positions, then only 5 JSA board seats will be filled that year, while the all following elections 6 new students will be able to fill 6 seats.</p>
	<p>In the event of a vacant JSA seat, JSA agreed to hold an election including nominations and statement of intents, but no speeches if the vacant seat has a term of more than 30 days remaining. Both first and second year students will be allocated the one vote per vacant position. The person who will fulfill the vacant seat will serve on the JSA board for the remaining term of the original position holder. Seat must be filled within 9 days (5 days for nominations and 4 days for elections)</p>
	<p>In an effort to remain transparent and accessible to the student body, JSA board members decided to have an open forum once per month with at least one chair and three board members present. In addition, if certain individuals would like to discuss an issue with the JSA board, he/she must submit a written case one week before the JSA board meeting, the person will then be allocated 5 minutes at the beginning of the meeting to discuss his/her issue. After the person has presented his/her case, the person must leave the meeting and a JSA board member will follow-up with him/her immediately after. All JSA board meetings are to remain closed</p>

	with the exception of the 5 minutes allocated to any person who properly issues his/her complaint. The reason for this decision is to avoid any personal issue dominating a JSA board meeting. All JSA documents including minutes of meetings will be placed in BIC and on JSA website to ensure transparency.
Official Officer Positions	Chairperson and Vice Chairperson, or Co-Chairpersons, Treasurer, and Secretary
Official Roles	<p>Communications Liaison- Gerhard Golden Curriculum Liaison- Timothy Okabayashi CPC Liaison- Chewy Redding (includes contacting companies for partio sponsorships) Honor Council Liaison- Michael Zievers GSA Liaison- Hollis Ghobrial Student Club Liaison- Gerhard Golden Alumni/Student Liaison- Jenny Maxwell * Note, any "Official Role" can start a committee at any time if board approves (no student votes necessary)</p>
Committees	<p>*All committee chairs must be JSA Board members* Social Committee Chair- Vinson George must be comprised of and two other shareholders (may/may not be JSA board members) Treasurer Committee Chair- Robert Lilienstern JSA Treasurer must be committee chair and one other JSA board member must be on committee (Elizabeth Tobin) Elections Committee Chair – Haukur Skulason must be comprised of one other JSA board member (Robert Lilienstern) Shareholder Relations Committee Chair – Elizabeth Tobin must be comprised of one other JSA board member Orientation Committee Chair – Chewy Redding must be comprised of two other shareholders (may/may not be JSA board members)</p>

Future Processes	
Agendas	Agendas will be sent out weekly; all issues must be sent out to the JSA board and will be included on the agenda
Issues List	Elizabeth Tobin will maintain list

Current Issues	
Incoming/outgoing board member	Tuesday, April 6, 2003, 7:00 p.m., location TBD by Vinson George

gathering	
Partio set-up, clean-up, sign-up	Vinson will send out a partio set-up and clean-up check list along with his locker combination
Alcohol at partios	All JSA board members must get licensed to serve alcohol by completing alcohol training; according to Chewy Redding's conversation with Shannon Cooper we do not need to follow Rice University rules regarding the funding of alcohol on business school premises
Inviting other graduate students to attend partios	Elizabeth Tobin will covertly investigate the business school's accountability of serving other graduate students' alcohol; No graduate students can attend company sponsored partios at any time; voted 11/0 that this is an individual issue and JSA board members will not discuss this issue again at a JSA meeting at this time, Hollis Ghobrial will follow-up with Laurent Tran on this GSA issue.
Francisco Roman's failure to include the paper in grading	Elizabeth Tobin reported that Kanatas and Shannon Anderson told Roman to give everyone a 100 because Roman thought everyone cheated. Issues: 1) honor code; 2) grading process; 3) handing out Elizabeth Tobin's test as answer key; 4) student IDs
Issue with Kehoe and the PIP exams	Michael Zievers reported all exams were graded in appropriate time. Kehoe is just adding additional comments on the papers before passing them back out, concern is biased comments from Kehoe Issue: Timely Feedback
End-of-semester golf event	Haukur Skulason and CW will organize and formalize this event.
Copiers in the BIC	Jenny Maxwell to discuss with Peggy Shaw
Posting grades with student IDs	Possible solutions: Prohibit professors from posting grades with IDs, issue new numbers (generic student IDs just for grading), or send individual emails with grades.
24 Hour building access	Every Jones school student should have 24 hour access with card entry; Jay Hawthorn is compiling data from other schools.
Other business	<ul style="list-style-type: none"> - Reduce end of year party budget in future and allocate more funds towards weekly partios: decision was made to leave current budget as is for current year, Robert Lilienstern will research increasing student's fees for future partios. - Allow for West Lot parking in the Jones school after 6:00 p.m. and on weekends: concern is that the parking is not only for Jones school therefore parking department may not be flexible with this request; possible solutions: reduce current prices for students parking in the building and raise West Lot prices for students who want a hybrid parking alternative– Elizabeth Tobin to research more information

	<ul style="list-style-type: none"> - Softball game: Robert Lilienstern reported on the planning and logistics of the event to be held Saturday, April 3, 2004, Chewy Redding reported on attendance of students, faculty, and alumni, Chewy Redding to contact faculty again to finalize attendance, JSA board decided not to involve EMBA's since they have class all day; Gerhard Golden to send out emails to generate competition between first-year and second-year students - Hooter's excess budget: Chewy Redding reported that Hooter wants to spend its \$700 excess budget on a light-rail pub crawl to be held after HP partio; t-shirts will be issued at 8:30 p.m. ; event can not draw attention away from HP sponsored partio
Next meeting	Wednesday, April 7, 2004, 8:00 PM, Room 359

To Do List	
	Chewy Redding to send an email out on Tuesday, April 1, 2004 to let students know which JSA board members are on campus daily for Q&A regarding new JSA charter
	Jenny Maxwell to determine a location for an open forum regarding elections
	Hollis Ghobrial to research "Compliance with GSA Rules"
	Vinson will send out a partio set-up and clean-up check list along with his locker combination
	Hollis Ghobrial to follow-up with Laurent Tran on graduate students are partios issue
	Elizabeth Tobin to research Jones school's liability for having graduate students drinking at partios
	Vinson George to select a place for incoming/outgoing board member gathering
	Items to include on Kanata's issues list: <ul style="list-style-type: none"> - Honor code (i.e.: using a student's test as answer key) - Grading process (i.e.: Francisco Roman's failure to include a paper in final grade) - Posting grades with student IDs - Timely Feedback (i.e.: Kehoe, Gory, George) - 24 hr. building access
	Jenny Maxwell to discuss copiers in the BIC with Peggy Shaw
	Elizabeth Tobin to research hybrid parking for West Lot Jones school students

	Email Vinson George end of year party ideas
	Discuss CPC surveys at next meeting