Order of the Meeting:

1. Chair calls meeting to order, Secretary takes attendance

   Hollis Ghobrial  _x_  Neal Carlson  __
   Gerhard Golden  _x_  Louisa Keyes  __
   Tim Okabayashi  _x_  Justin Manford  __
   Chewy Redding  _x_  Robert Prohl  x_
   Haukur Skulason  _x_  Laurie Tonnesen  x_
   Elizabeth Tobin  _x_  Elisa Shen  __

2. Secretary reads old minutes
   Elizabeth read last week’s minutes

3. Comments from Chair:
   a. Alcohol Server Training
      i. First years need to get alcohol server trained
      ii. Elizabeth and Tim are working with Rice administration regarding serving liquor on campus
   b. Friendly reminder of officer duties:
      i. Find replacement if going to be absent
      ii. Give officer report to alternate if going to be absent
   c. Chair will follow-up with email to group, in case some are absent
   d. Chair promises not to hold meetings if we don’t need to hold one (don’t need to meet for the sake of meeting)

4. Committee & Director Roles reports:
   a. Social: no official report
   b. Treasury: Can’t get regular keg supplier to respond, so changing vendor
   c. Election: Start at end of February. Need to send email about faculty and administration award elections.
   d. Orientation: Laurie and Robert to talk to Christa.
   e. Technology: Survey closed. Will compile results, meet with stakeholders, and announce gift certificate winner in next few weeks. We would like to use PayPal for club dues in the future.

5. Action items:
   Students not receiving finals so it’s difficult to understand how the final grade was arrived at. Elizabeth will work with faculty to try to find a resolution. A couple of JSA reps will meet with George Kanatas to discuss this. Justin will send email to first year class to determine which professors have not returned deliverables.
   First year student requested that printing accounts be re-filled every semester rather than every year. Also, being able to refill the account online was requested - Gerhard will take this to the technology committee.
6. Old Business
   a. Coffee Colloquium: Robert and Louisa took survey of first years. First years enjoy the event but faculty and administrators do not participate for the most part. The faculty who do participate visit with students.

7. New Business
   a. Counseling center – Laurie T. Probably best use of Michael Winters time is a 5-10 minute presentation at pre-term, followed up with material and another reminder in Spring semester
   b. Faculty not returning graded materials: See #5 above.
   c. Check in with section mates, external relations (CPC, clubs, etc.); expect reports next week. JSA reps to check-in with clubs, committees they are on in order to stay connected.
   d. Happy hour. Tim may set up Friday happy hour.

8. Chair closes meeting
   Next meeting will be February 25 due to finals and break