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*Student Government Association* Executive Cabinet Meeting

**Thursday, August 3, 2019**

Retreat Scheduled: 3:30 - 5:00 pm

**Members Present:** *President* Dontae Thomas, *VP* Emani Carter, *Speaker* Jessie Koch, *Chief Justice* Jaden Thornton, *Representative* Ashley Hamilton, *Representative* Brandi Hall, *Representative* Marie-Claire Ofoegbu, *Director* Anthony Plaag, *Director* Gabe Madro, *Director* Marriah Boyd, *Director* Brandon Stephens

**Unable to Attend:**

**Call to Order- 3:40pm**

1. Welcome/ Opening Remarks
	1. Teambuilding Reflective Pieces
2. Jaden Timeline Presentation
	1. Freshman Class Rep Timeline
		1. Applications up: Sunday Aug 25th
		2. Application closes: Sunday Sep 8th
		3. Email sent: Monday Sep 9th/Tuesday Sep 10th
		4. Campaigning begins: Wednesday Sep 11th
		5. Election voting: Thursday Sep 19 10AM-Friday Sep 20th 4PM
	2. Judicial Counsel Application
		1. Application due on Friday, August 30th at 11:59 PM
		2. Notification sent out no later than Sunday, September 1st at 11:59 PM
		3. Judicial Council Meetings for Fall 2019 and Spring 2020 will be held on Thursdays from 5:00 PM - 6:00 PM
		4. Senate Confirmation: September 5th at 4:00pm
		5. First Judicial Council Meeting: September 5th at 5:00pm
3. SU Involvement Fair Planning
	1. Shifts
		1. Setup- (6:45pm - 7:30pm)
			1. Dontae
			2. Brandon
			3. Jaden
			4. Anthony
			5. Jessie
			6. Emani
		2. Second (7:30pm - 8:00pm)
			1. Brandi
			2. Marriah
			3. Emani
			4. Jessie
		3. Breakdown (8:00pm - 8:45pm)
			1. Ashley
			2. Gabe
			3. Emani
			4. Jessie
	2. Supplies/ To do by then *(DO THIS BY AUGUST 20TH)*
		1. Judicial Application - **Jaden**
		2. Senate Registration- **Jessie**
		3. Freshman Class Rep Application- **Jaden**
		4. SGA Website- **Brandon**
		5. Sign-up sheets for the class councils [Name, Email, Phone Number, Commitment Information – **Ashley**
		6. Two iPad and 1 Laptop for SGA website and applications/ registration – **Jessie**
		7. SGA Trifold – **Brandon**
		8. SGA Give outs- pens, business cards, CaNdY (talk to Kathy), Basket, Clipboards- **Set up Crew**
	3. Office Hours
		1. Email Brandon, copy Dontae your availability for office hours this year
		2. Try to choose dates and times where students will actually come to you
		3. *(DO THIS BY AUGUST 20TH)*
4. Group time for goals!
5. Group Reflection
6. Reminders
	1. SU Involvement Fair- August 25th, 2019 (6:45pm-8:45pm) [see shifts]
	2. Office Hours due August 20th!! to Brandon
	3. To do list needs to be finished by **August 20th** and emails need to be sent to Dontae to confirm completion of tasks
	4. **Jessie, Gabe, Brandon, MC, Jaden, Dontae** send Dan some times you will be able to meet in the next 1-2 weeks in order to talk about duties
	5. **Dontae** and **Emani** talk to Dan about scheduling for your 2 on 1 for the first week of classes
	6. EVERYONE, send Dan two to three times during the week (10am-5pm) for your biweekly 1 on 1’s. **Gabe** and **Jessie** be aware of your meetings with Phil and shoot Dan a calendar invite to the times.
	7. **Class Reps** still send times to Dan for 1 on 1’s OR think about whether you want to have group class rep meetings.

**Meeting Adjourned- 5:45pm**