

1. EELC

- a. Sign up:

<https://docs.google.com/spreadsheets/d/1B14AEY5Q3Jd9ubES5DKoGLZ8r5A4zuB26n0plawPBpQ/edit?usp=sharing>

2. Co-sponsorship

- a. Approved - everyone voted
- b. Guidelines:

https://docs.google.com/document/d/1HUAjlcTHd8R7Cx8702H_vsgVEOibT-e4kT8cwoYnwFg/edit?usp=sharing

3. Took executive photo for website

4. Career fair

- a. Wear red polos and black pants/skirt
- b. Possible volunteers, although not certain
- c. Volunteer assignments are in email
- d. Getting new nametags, not using the old ones
- e. 9-5 wednesday to rvp name tags in rhodes hall; need someone for 9-10 am

5. Officer Updates

- a. President
 - i. Innovation Hub soon, can drive you over there rather than using shuttle
 - ii. Battle of the Butt- play dodgeball over the butt
- b. Chief of Staff
 - i. Business cards for Feargod ordered and in office
 - ii. Innovation working on event development, second meeting tomorrow
 - iii. Mentorship this Wednesday at 5 pm, will find room
 - iv. Technology committee has next meeting next thursday
- c. Treasurer
 - i. Helping to get Eweek contract signed
 - ii. Reimbursement process- see end of meeting minutes
- d. Senators
 - i. Senate meetings at 6pm TUC 425
 - ii. Innovation Hub grand opening on October 5, let Chris know if you want to join the carpool
 - iii. Dr. Escoe will be at the meeting this week
- e. Academic Affairs
 - i. Working with some issues including class scheduling/testing out
- f. Additional Updates
 - i. Feld is working to do delegation/set up
 - ii. Charite week being set up
 - iii. E-week looked into venues- going to be at syndicate

- iv. Abby- bagels coffee tomorrow for responses
 - 1. Needs volunteers, 7:30-9 baldwin lobby
- v. Esoc had meeting talking about what they're doing moving forward

6. Reimbursement process

- a. Need receipt (itemized) (original receipt, not picture), filed out form, list of attendees
- b. New forms next to computers on the walls: if you use the last form, make 20 copies
- c. Put in treasurer box in office
- d. Most expenses will be budgeted
- e. If a list is sent to the college, a list of attendees is not necessary
- f. 3-4 weeks for processing
- g. Try to get reimbursements within 2 weeks of the event
- h. Allocated money for events will be posted on refrigerator in office