

Meeting Minutes

Subject	Sitka Student Government	Date	
Facilitator	Marliyn Durocher	Time	10:15 AM
Location	RM 215; Teleconference	Scribe	Jessica Johnson
Attendees	Sonia Lodhi (President), Marilyn Durocher, Jessica Johnson, Sandra Burgess, Katrina Wolfe (Vice President),		
Absent			

Key Points Discussed		
No.	Topic	Highlights
1.	SGA Officer Payment	<p>Scheduled to meet with Debbie Sonnenberg, will reschedule.</p> <ul style="list-style-type: none"> • Must submit Descriptions and policies for this year • Meeting Minutes <ul style="list-style-type: none"> ○ Verification of need to auditors ○ Marilyn will try to facilitate meeting with Debbie by Monday if schedules allow. <p>No Motion passed discussion only.</p>
2.	<p>Goal progress discussion</p> <p>Goal: Increase local and distance student involvement.</p>	<p>Bus Pass progress:</p> <ul style="list-style-type: none"> • No Requisition as of today • Katrina submitted buss pass sign-up sheet. • Katrina volunteered to make a flyer to market passes. • Get a note to Joy to announce bus passes online. • Find invoice operations from bus pass contact. <p>No Motion passed discussion only.</p>
3.	SGA sponsored charitable donation event	<p>Progress:</p> <ul style="list-style-type: none"> • Sonia will have the box display up by Wednesday. • Marilyn suggests marketing, Sandra will facilitate PSA. • Sonia will talk to Joy about posting an announcement. <p>No Motion passed discussion only.</p>
4.	Popcorn machine release	<p>Jessica volunteered to generate log template. Marilyn mentioned a woman would be contacting SGA with interest of use. The ladies who borrowed the popcorn machine last donated half gallon of popcorn butter.</p>
5.	<p>Goal progress discussion</p> <p>Goal: Increase local and distance student involvement.</p>	<p>Introduction progress:</p> <ul style="list-style-type: none"> • Eric Eielson has agreed to generate holiday card with SGA intros • Short film of the Sitka Tree
	SGA officers able to authorize requisition from treasury	<p>Discussion; two authorized signers for applicable SGA paperwork needed in case one officer is unavailable to sign.</p> <p>Sonia motioned to vote that Jessica obtain digital signature to sign on behalf of SGA.</p>

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No.	Topic	Highlights
		Vote passed unanimously.
	SGA donated Christmas tree	Discussion; Tree requisition needs to be done ASAP due to the coming season and the amount it takes to obtain requisitioned funds. Sonia will be available Thursday to help obtain the tree. Members agreed that a \$200 budget was reasonable. Katrina motioned to spend up to \$200 for the SGA sponsored Christmas tree. Vote passed unanimously.
	Adjournment	Motion to adjourn passed at 11:02

Action Plan			
No.	Action Item(s)	Owner	Target Date
1.	Requisition \$400 for Bus passes	Sonia and Sandra	ASAP
2.	Talk to contact about invoice options	Katrina	ASAP
2	Meet with Debbie regarding officer pay	Sonia and Marilyn	ASAP
3.	Charitable donation display	Sonia	12/01/2010
4.	Look into obtaining digital signatures	Sonia and Marilyn	TBA
5.	Ask Eric about Christmas card/Introductions	Marilyn and Sonia	ASAP
6.	Requisition \$200 for Holiday tree	Sonia and Sandra	ASAP
7.	Generate popcorn machine form template	Jessica	TBA

Agenda For Next Week		
No.	Topic	Highlights
1.	Progress of goals one and two	Update after action items are accomplished.
2.	Officer Pay	Revision, budget information
3.	Review of seasonal actions and donation	Update