

Meeting Minutes

Subject	Sitka Student Government	Date	February 7, 2011
Facilitator	Marliyn Durocher	Time	10:25 AM
Location	RM 110; Teleconference, Eluminate Webmeet	Scribe	Jessica Johnson Submitted 02/09/2011
Attendees	Sonia Lodhi (President), Marilyn Durocher (Advisor), Jessica Johnson (Secretary), Eric Elsensohn (Instructional Services, UAS), Ed Sugai (Student Observer)		
Absent			

Key Points Discussed		
No.	Topic	Highlights
1.	SGA Eluminate meeting	<p>Portfolio page start up for Eluminate meet was established. The link is: https://online.uas.alaska.edu/online/portfolio/SITKA_STUDENT_GOVERNMENT.</p> <p>Procedure and technology was further explored. Still delays the meeting, but progress was observed.</p> <p>No Motion passed discussion only.</p>
3	Bus passes	<p>Continued discussion from prior meetings. Form and marketing is on hold until the SGA contact email is obtained. No contact phone number is available. When contact info is obtained, the form can be distributed and marketed to the public.</p> <p>No motion passed discussion only.</p>
4.	Policy for SGA fund requisition	<p>SGA reviewed the policy notice; on hold till the contact email is obtained. Question was voiced of whether individuals submitting a sponsorship proposal should come to the meeting. Members continued discussion with mixed opinion. It was agreed that the written proposal should be mandatory. No decision was made regarding the policy of proposal mandatory meeting attendance.</p> <p>Wording on the correspondence was questioned. Wording should reflect a two week process. Process was further examined. The flow of submission is as follows: Individual has a proposal, form is filled out and emailed to SGA contact, email oversight emails proposal to other members to review, at the following meeting proposal is added to the agenda by the president, motion is made and voted on, oversight (the president or applicable SGA member) sends the individual proposing an email detailing SGA response to the proposal.</p> <p>Question came up about recording this policy, with written procedure. Needs to be written that payments cannot be retroactive. Discussion evolved around focusing on procedure.</p>

No Motions Passed
 No Amendments Made

Respectfully submitted by Jessica Johnson, Secretary

SGA Meeting Minutes

Key Points Discussed		
No.	Topic	Highlights
		<p>Some elements of the discussion revolved around the revision of the constitution. Procedure for proposal should be written in a formal manner. Suggestion of constitution revision being addressed at a later date. It was suggested that policy should be formally written concurrently, up to revision of constitution.</p> <p>Discussion of whether proposal has actually motioned and passed was confirmed, and found in minutes from January 10, Topic 3.</p> <p>(It was suggested that proposals should be on a scheduled calendar, during discussion of the basketball teams sponsorship topic 6)</p> <p>Procedure of proposal revisited. Scheduling of proposal; specifically, the member responsible for scheduling proposal agenda, was discussed. It was agreed that specific dates will be furnished to proposal individuals. Discussion continued regarding what member should be responsible for scheduling and sending a memo stating that the proposal was received.</p> <p>The person responding to proposal requests will use discrepancy as to when agendas are scheduled in consideration of other current and proposed agenda. It was suggested that the motion on sponsorship procedure should be voted on again. Motion was found; passed on January 10 topic number 3. The policy passed involved a proposal and mandatory attendance. Amendment could be required to include detail.</p> <p>It was asked that motions passed are added to the footer. This will be considered in the generation of future minutes.</p> <p>No motion passed discussion only.</p>

No Motions Passed
 No Amendments Made

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SGA Meeting Minutes

Key Points Discussed		
No.	Topic	Highlights
5.	SGA position for Ed Sugai	<p>Ed was not prepared to submit intent at this meeting. He would like to continue discussion at next meeting. Sonia brought up that other students may be interested in joining. It was decided that prospects need to write a letter of intent for an application. This intent should be sent to Marilyn.</p> <p>No motion passed discussion only.</p>
	Basketball sponsorship	<p>Approval of \$200 entrance fee was retroactive. An unauthorized purchase form was filled out by Marilyn. Discussion revolved around avoiding reoccurrences. Invoice for the tournament is required to get the retroactive payment. (Discussion of purchase requisition continued and is illustrated in topic 7)</p> <p>The basketball team would like to continue to receive sponsorship funds for an upcoming Juneau tournament. Rodney Campbell was forwarded the tentative proposal form and instructed to return the form as soon as possible. It was determined that the basketball team needs to follow the newly adapted proposal process. It was suggested that Rodney needs to come to a meeting with a proposal.</p> <p>No motion passed discussion only.</p>
	Purchase Requisitions issues and the mandatory use of digital signature per the business offices request	<p>The subject of purchase requisition was brought up. SGA members should have the capability of signing purchase requisition. Problems were identified with obtaining a digital signature per the business offices request. Questions regarding the purchase and use of Adobe were explored.</p> <p>Question of whether Debbie's signature software could be used was presented. No definitive answers were obtained regarding the issue. It was discovered that purchase orders have been inappropriate in the past. The subject has been reviewed and will be addressed with more information per the business offices request.</p> <p>Understandings of the business offices process were discussed. Some possible procedures were explored. Eric volunteered information and facilitating the use of digital signature, possibly through a rental avenue. It was understood that no further purchase requests can be obtained until the digital signature is obtained.</p> <p>No motion passed discussion only</p>
6.	Eric ascertaining co-advisory position	<p>Marilyn will continue to facilitate Eric obtaining a co-advisory position.</p> <p>No motion passed discussion only.</p>
	New possible procedure	<p>Sonia will be submitting the details of a new proposal involving student travel.</p>

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No Amendments Made

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SGA Meeting Minutes

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		No motion passed discussion only.
	Facebook photo contest	Confirmation of the photo contest. Cost limits need to be implemented. Mugs could decidedly be the best prize. Surplus cost and process was examined. The business office sells the supply. Inventory needs to be purchased by SGA. Improper past purchase orders were revisited. It was agreed that this should be avoided. Discussion moved to next agenda. No motion discussion only
7.	Adjournment	Motion to adjourn passed at 12:05

Action Plan			
No.	Action Item(s)	Owner	Target Date
1.	Ascertain a locked file cabinet, specifically for bus passes	Sonia	ASAP
2.	Ascertain a stamp for verification procedure	Sonia	ASAP
3.	Final draft of sponsorship proposal items upon receipt of email address	Jessica	ASAP
4.	Formal internal written policy to be added to constitution at a later date.	Jessica	ASAP
4.	Final draft of Bus passes upon receipt of email address	Jessica	ASAP

Agenda for Next Week		
No.	Topic	Highlights
2.	Bus Passes	Revisit and finalize program
3.	Sponsorship Proposal Policy	Revisit and finalize policy
4.	Nomination for Ed to join SGA	Address intent and finalize
5.	Facebook Photo Contest	Prize requisition-formal motion
6.	Forum proposal from Eric	Address with formal motion
7.	Travel proposal from Sonia	Review tentative proposal and motion
7.	New Proposals	Address and generate new proposal ideas
8.	Review of constitution	Update to reflect the current SGA policies and procedures

No Motions Passed
No Amendments Made

Respectfully submitted by Jessica Johnson, Secretary