EUSA

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EASTERN UTAH STUDENT ASSOCIATION

Fall Advisory Board Meeting

Date: September 29, 2020

Time: 8am

Attendees: Chelsey, Allie, Mariah, David, Hailee, Diana, Kennedy, Courtney, Marcos, Sione, Rayna, Jenna, Naomi, Hailey,

Question of the Day: What form of transportation do you prefer: air, boat, train, bus, car?

Approved Minutes

Hailee:

- Calendar

-putting things up on the calendar (white board) in office

-calendar in café

-informing each other as a team

-Publcitiy turns into 3 weeks before: posters, social media, TV, Gibby

-Put flyers up at least 1 week before

-Give Naomi time to make flyer

-the earlier you publicize anything, the more students will come

-Put it on the calendar for publicity

-Put on Outlook Calendar

-send it into group chat 24 hrs before

-Publicity come out before hand, students will feel more appreciated

-When you have an event, make sure flyer is approved

- Publicity Process

-Help hang up flyers

-put sticky note on Hailee desk to put event on flyer

Hailey:

- Paintbrushes

Put brushes away

Courtney:

- Eagle Hour is today from 12-1 over Zoom

-registering to vote

Kennedy:

- Club Rush

-Event at 4-6pm

-setup at 3pm

-fountain field

-fold out tables around

-dots spray painted at each end of table, few dots behind (6ft apart)

-table up front EUSA, speaker, ticket drawing

-more people get involved with clubs, get tickets, at end drawing

-tables

-pens to use, enough

-sent papers to print off to David

-put on each table

-spray paint dots on field

-tickets

-bowl of tickets

-prizes

(David has all of that)

-clubs be there at 3:30pm

David:

- Who will be there tonight?

-Keep track of people coming in & leaving

-Max 4 people

Chelsey:

- Well help where needed
- Outlines for Processes (updates)

-Activities

-Scheduling a time for activity: dates, time, location on calendar, before activity application has been started

-don't overschedule

-Virtual-no approval process

-Providing Zoom info

-Use own zoom, or use Chelsey? Hers is extended time

-Her Username & Password

-Build a scheduled meeting in Zoom

-Training on how to do a meeting on zoom

- Activity Applications

-Working on event, responsible for application

-Start process earlier

-Have it all in one space, Box Folder, everyone have access to

-Event Approvals: Need to be Approved, Have Been Approved

-send text or email to Chelsey so she knows there's a new one

-Publcitiy follow your timeline, haven't heard anything -ask Chelsey

- How to do room reservations
- Food at Events

-required to check in with dining services, to see if they can provide

-Ask permission to go off campus

-Food Trucks? Talk to Bill, maybe talk to Luessa instead

-Contact Luessa when reserving a room, doing an event

-Make sure Chelsey is part of those emails to know what's going on

-Come back to Calendars next week

- Blackboard Downstairs (Hailey)

-sent to Braden Friday before event

-Weekly email of events (student)

-Sending Tracey info about events

-revisit next week

Sione:

- Help deliver food to quarantine people

-Meet at 12pm in cafe

-Meet at 5pm in café

Approved Minutes: October 6, 2020