



UA Cabinet + Operations Meeting Agenda - Thursday, April 26, 2018

5:30 pm - 6:00 pm:

- Discussion
 - 26-110 and office renovations

26-110 used to be a physics faculty lounge, committee members brainstormed things they wanted to see, like legos, bananas, nap pods, bean bags, etc. 3 weeks ago everything all came together with a Amazon order, stocked the Compton room with all of the things, overwhelmingly positive feedback. It's more designed to a social space, fun, festive, so how can we make the UA office a more festive place?

What do people hate about the UA office?

- People leaving messes
- Poorly organized, everything needs to have a place
- For large meetings we drag chairs from other
- Student art on the walls

Things you want to see in the office?

- Plants, art, water source
- W20-400 space is really ugly, Gus is looking at tearing that space down and expanding lounge by elevators to be similar to 5th floor, and we'd get a more modern and flexible space
- Functioning projector (we have a projector and a screen in the office)
- Keep in mind outlets
- Kitchen cabinet

More meeting space as opposed to lounge space

- Having UA officers office W20-401A be reservable as well
- Shared space as a way to build community, students know where it is

- Other students looking to talk to ASA/UA will come into the office
- Keep the door open 9-5pm, make the space more welcoming
 - o UA logo and rebranding

May 1st: the day everything will come out, banners, committee specific logos that pair with the main UA logo, templates for meetings, formal documents, emails, bylaws, communication guide

- Committees will give feedback to the logos

Slack: only works if slack is the only form of communication, otherwise will check emails

- Unified presence, meeting minutes, etc in slack would facilitate more communication
- Good way of creating culture

- o UA bible/resources

During the retreat, going through org chart, admin, how everyone is related, individual roles

Notes of use of office space, like the door being open 9-5pm, card access for members

CoE has “how to email” like “this is how to sign your name” and if you’re interacting with this level person, this is how you should understand their roles

Large contact list for the UA for higher level admins we interact with, also committees to build that within their groups, like CoE has lots of UAAP contacts, what they are useful for

How to submit RFPs, general logistical things, how to make a mailing list, get card access, how to reserve space, how to use spaces, expectations for maintenance

Past projects

Old UA structure, what works and what didn’t work, basic history of UA that everyone had access to, officers get it a little by talking to old people, but think it would be cool to have a basic understanding of big, important changes, like the budget crisis of a few years ago, how the UA responded during the recession when student group funding was cut

All of the contents of History of MIT class also in the UA bible

How do you dormspam, etc

Mostly for internal UA, but also could have public parts on the website

Wiki - check Dormcon

CoE has lots of stuff, Noah’s is also working to document CoE stuff, reaching out to past chairs

Trying to keep track of their committee chair’s non-MIT emails so we still have a way to contact people as alumni, should start that now so UA has a robust alumni list

Life-cycle, continuing support, administrator, general knowledge

Secretary / VP transition notes

Making it really easy for people in the UA to edit, have it be part of a committee chair's job, what are you responsible for contributing

Next steps: collect current committee resources, create things from that, ask for feedback over the summer, have general overview / structure in time for new committee chairs transition

6:00 pm - 6:20 pm:

- Vocaworks presentation

Miles: I founded a company called Vocaworks, software platform for hiring, connecting people with employers, going around, establishing relationships with lot of good universities and technical bootcamps, creating this environment where only people from partners are on the platform. We're launching May 15th. Landing page: vocaworks.com/mit.

6:20 pm - 6:30 pm:

- SAAM Photo Campaign