

9/12/12

UA Exec Meeting Minutes

## **Attendance:**

Christine Sowa, Jonté Craighead, Alec Lai, Amanda David, George Bailey, Hal, Jessica Yang, Laura Royden, Ranjeetha, Ravi Charan, Stephanie Yu, Stephen Freiberg, Cara, Nathan, Tim Jenks, Sheila, Naren, Lauren Jefferson, Brendan, Matthew Davis, Jen Liu, James Douberley

## **Fall Semester Briefing**

- We are currently using Web-Ex
  - You can call people in to calls
  - Don't all have to be in the same place
  - Many features – record sessions, take polls, participants
  - We have developed a youtube video on how to use WebEx
- Collaboration
  - Google Docs
    - We will have a folder set up for each of you and your committees
    - Throw your work in there and you can make it visible to your committee members
    - It's a way to draft documents when the "public readiness" of it is in question
  - DropBox
    - When you need to use a software application like Microsoft office
    - Again, we will create a set of folders for each of you
    - There will be policies in place so you have the opportunity to share your work but also keep certain parts confidential
  - Locker
    - Where material goes to at the end of the year!
    - Long term storage as long as the UA is around
    - Great for future UA members
    - We're putting together a video so everyone can learn how to use it
    - It's like "the cloud before the cloud was a thing"
    - Don't have to worry about size limits like with DropBox
- Staffing Your Committee
  - Sending an email out tonight for undergrads to apply to be on student committees
  - They will fill out a form with their information and why they want to be on what committee
  - Campus Policy Leaders Program application going up; to be deployed tonight
  - See who is on your webmoria list to see who is on your committee!!
- Alec and Ravi working on creating a more structured way to bring people into the UA

- People join the UA as “provisional” members of the committee
- For a few weeks, they are provisional members
- They will meet the criteria to be full members – good attendance, etc.
- After the 1-2 month period, we can have a celebration to welcome the new members to the organization
- Still working on the process
- Feel free to conduct interviews to follow up with people or to invite them to committee meetings as provisional members
- Once you have your first check in with Jonté and Michael, start your committee meetings!
  - We have three calendars set up for room reservations; check and see and e-mail [ua-officers@mit.edu](mailto:ua-officers@mit.edu) about reserving space for your meetings
- Review of last week: “getting things done is not enough”
  - Relationship initiator
  - People developer
  - Value creator
- Create objectives during your meeting with Jonté and Michael; how are you hoping to develop this quarter? What do you want to gain by being involved with the UA?
  - We can put you in touch with opportunities to work on these objectives
- Get your committee/position description developed by tomorrow
  - After the Exec meeting we will have a Google Doc folder open for you to drop it in
  - Why is your committee important? What do you want to work on this semester? What are you doing?
- Get your initiatives descriptions written and ready to put on the new UA webpage!
  - We are aiming to have the new website deployed by the end of this month
- Q&A
  - When will the e-mail go out about committees?
    - Answer: TONIGHT!
  - When will the weekly check-ins be set up?
    - For committee chairs, either tonight or tomorrow; meetings will start within the next week

### **2030 Ravi on behalf of Patrick**

- MIT wants to develop areas around the campus; we own a ton of real estate
- 2030 – reinvision the area around MIT for future development
  - We are presenting independently from the GSC
- What would you like to see in Kendall Square? (Open Discussion)
  - Cheap beer, CVS/Pharmacy, cheap food, more outdoor/green space, something arts-y, not dorms, East-Campus version of a student center; 24/7 food place; book shop; fro-yo place

- Something subtle transportation-wise to get there – think like an infinite through Kendall
- Make it “open” at night for food or shopping
- Expensive places – Legal, Cosi’s, Friendly Toast –are not as welcoming for undergrads
- Make food court modernized with more options
- Student center has centralization, and that’s something Kendall lacks
- Bring back sunny’s!
- Make it less “sterile” and corporate
- Outdoor space – ice rink! Bowling? Laser tag!
- Fraternities?
- More lighting
- If you have any suggestions, send your ideas to Patrick at [Mit-2030chairs@mit.edu](mailto:Mit-2030chairs@mit.edu)
- We need you to be actively engaged
  - Ask people around campus for their ideas!

### **Retreat – Sheila**

- Retreat on Columbus Day Weekend from Monday to Tuesday
- We’re going to meet near Kresge at 10 AM Monday
- Return by 12PM on Tuesday
- Sheila will send out an RSVP form
  - Room for 30 people
  - Need list of attendees by next week
  - If you submit your name, you’re going
- It’s going to be at the Resort Center in Cape Cod!!!

### **Voting – Laura**

- We want good ideas on how to encourage students to vote
  - Provide them with stamps and envelopes?
  - Voter registration study break!

### **Website**

- Demonstration on how to navigate the new website when it is up and running
- We have pages we can edit
- Not html needed
- Put in your pictures, member lists, projects, etc.

### **Bonfire**

- Piece of software; allows us to take ideas from the community
- Executing a contract with the company
- Platform to run idea banks on
- First engagement we’re going to use is the student center restaurant project
- It’s how to come up with actionable ideas that we can use to better serve the students

- We can review each of the ideas
- People can vote the ideas up or down

### **[UA-Communications@mit.edu](mailto:UA-Communications@mit.edu) Hal**

- Centralize hub of information
- Direct the Tech there for any inquiries about what the organization is doing as a whole
  - We don't want the Tech publishing incorrect information
- If you don't know about a specific subject that you're asked about by the Tech, please e-mail UA-Communications so that we can properly handle the communication that goes out to them
- If you are looking for information, send communications an e-mail and we can either send you the resources or the information you need

### **Moving the meeting to 8:30? Or meet on Thursday?**

- We'll be moving the meeting an hour later on Wednesdays from 8:30 to 9:30 starting next week (this is tentative)