Jaguar Production Crew Union Board Meeting  
Monday, August 25th at 6:00 PM  
Skinner Conference Room, 2nd Floor of JSAC

I. Call to Order: 6:09

II. Approval of Agenda  
a. Motion: Taylor  
b. Second: Xavier

III. Approval of Minutes  
a. Motion: Taylor  
b. Second: Shanece

IV. Attendance  
a. Present: Diamond Jenkins, Amma Sarfo, Taylor Rodriguez, JoVawne Fletcher, Ana Anderson, Raysean Ricks, Komal Patel, Xavier Bradley, Shanece Price, Brianna Hardy, Deshyla Brockington, Jessie Edge, Brittany Hatcher, Octavia Kierce  
b. Tardy:  
c. Absent:

V. Event Debrief  
a. ClubFest, Amphitheatre & JSAC Patio; Wednesday, August 20th, 2014 at 11 AM- 2 PM  
   i. What went well? - Shanece shared that she felt the event was great, and that she really enjoyed it. Brittany expressed that it was a really great event with a really great turn out, and we had more participants than in previous years. Xavier expressed that the union board did a great job of improvising with cotton candy. Komal felt the event went well. DeShyla said the event provided an opportunity for great interaction with students. Brianna shared that she felt it was great having everyone come together. Jessie said the event went well. Octavia shared that she really enjoyed the event. Raysean expressed that he thought the event was well organized. JoVawne said the event was amazing, energetic, and that there were a lot of participants. Amma thought the event had a great theme and really drew students in. Diamond said the event went good and that everyone worked well together. Taylor thought the event went really well.
   ii. What areas can be improved? Shanece thought an area of improvement was looking for other venues due to the heat and that set-up was long and participants were confused by the ticketing process. Brittany shared that an area communication can be improved (better use walkie talkies) Komal shared that an area of improvement would be to start chalking earlier. DeShyula felt that it would better to explain the purpose of tickets to participants. Brianna thought that having a cool-down station where drinks are served would have made the event more enjoyable. Jessie thought an area of improvement will be to have tickets for water or other beverages in the future. Octavia expressed that an area of improvement is to consider the heat and to be more aware of one another’s situations (she was left alone). Raysean shared that an area of improvement is that assignments could have been planned out better. Amma felt an area of
improvement is communication and working on radio etiquette. Diamond shared that an area of improvement is better placing of tables because the volume of the music was very loud which made communication difficult. Taylor shared that an area of improvement is knowing the importance of filling out and sticking to assignments and availability sheets.

b. Night at Adventure Crossing; Friday, August 22nd, 2014 from 8 PM-12 AM
   i. What went well? Raysean said this event was a lot better and required less set-up than ClubFest and the event was held at a great venue. Anna shared that the set-up was great. JoVawne shared that he felt that the event was fun and had an amazing turnout 250+, he also felt that we had a great retention rate. Brittany thought the event had an amazing turnout considering that we had to charge for the event. Xavier said that he enjoyed the event. Komal shared that she had fun at the event. Deshyla shared that she had fun and bonded more with board. Taylor felt that we really came together and did a great job. Brianna said she had fun and really enjoyed all of the activities. Jessie said that she had a lot of fun and felt that the event really resonated with students. Shaneece said that she felt that the line was efficient. Diamond shared that she thought the assignments were good and allotting breaks was a great idea and made the event more enjoyable.

   ii. What areas can be improved? Ana shared that having an IPad with the tripod may have made the photo booth more efficient. JoVawne emphasized Step & Repeat while taking pictures. Brittany shared that in the future we should look at our numbers as far as budget is concerned there were a lot of laser tag tickets left over. Xavier: More activities because laser tag was delayed. Komal: more props. Deshyla shared that in the future we may want to explain the purpose of giving out tickets, people did not understand the purpose of the tickets that they received at the sign-in table. Taylor felt that communication could have been better, the ticket process can be improved in the future and that it is always important to improvise during down time. Brianna shared that in the future it may be important to clarify options of the activities available. Octavia said that emphasizing the shuttle service so that more people will utilize it can be helpful at later events. Diamond said that communication in tense situations can be improved.

VI. Checklist Review:
   a. ClubFest: Wellness Center; Wednesday, August 27th at 11:30 AM- 1:30 PM
      i. Set-Up: 10:00 AM
      ii. Attire: CREW Polo’s & Khakis
      iii. Organizations will check-in at 11AM. Popcorn and candy apples will be given out at the event, as well as pizza and beverages. There will be a Jag Cash drawing and photo booth set up at the event. Assessment will be located at the pizza table and JagCash drawing. PR for the event has been done.

VII. Checklist Overview
   a. GRU Idol, Maxwell Performing Arts Theatre; Wednesday, September 17th, 2014 at 7 - 9 PM
      i. Set-Up Time: TBD
      ii. Attire: TBD
iii. Welcome Ideas on 2nd Intermission Act- The act Color of London will be performing during the first intermission. However, Raysean is open to hearing ideas that other board members may have about a 2nd intermission act. Set-Up time will be 5PM; attire for the event will be CREW polo and during the day board members will wear event tonight shirts.

iv. Auditions: Discuss & Pass Out Sign-Up
   (a) Tuesday, September 2, 2014 5:30-7:30PM
   (b) Wednesday, September 3, 2014 5:30-7:30PM
   (c) Saturday, September 6, 2014 5:30-7:30PM- Auditions will be held Saturday, September 6th, 2014 1Pm-3PM

v. Advertising:
   (a) Placing ABoards: Wednesday, August 27 @ 5:30 PM
   (b) Handbills (10/Union Board Member) (Placed in Boxes on Tuesday)
   b. GRU Goes to Coca-Cola Factory (Tabled); Friday, September 27th, 2014 at 8 AM-4 PM
      i. Set-Up Time:
      ii. Attire: TBD

VIII. CREW Committee Meetings
   a. Homecoming Report- Shanece shared that Homecoming applications will close Sunday, so she would like help promoting the positions.

IX. VP for PR Report
   a. Flyers Updates- Flyers are in everyone’s boxes and should be posted by 5PM.
   b. ABoard Process after Events- Ms. Jessica informed the board that it is important to remember to take down Aboards and flyers when the event dates have passed.

X. VP for Membership Report
   a. General Membership Meeting Review
      i. Formally Welcome Campus Liaisons- Taylor welcomed and introduced the campus liaisons that were present.

XI. Campus Liaisons Report

XII. VP for Administration Report
   a. Office Hours Sign-Up Finalization- Diamond passed back the most updated office hours sheets, so that union board members would be able to make final corrections and submit the final changes to them.
   b. Availability Sheets- All board members received back their availability sheets, so that they could make corrections to them. Union Board members were asked to have the updated availability sheets in Diamond’s box by 8AM Tuesday, August 26th, 2014.
   c. Most Spirited Organization (MSO) - Tabled

XIII. President’s Report
   a. NACA Applications Reminder- NACA applications are due September 1st, 2014 at 5PM.

XIV. Advisors Report
XV. Announcements
   a. CREW Wall of Inspiration

XVI. Adjournment: 7:11

REMINDERS:
- 8/26 - Pig Out: Survival Edition Checklist Due
- 8/30 - CREW Outing
- 8/31 - Homecoming Executive Council Applications Deadline
- 9/1 - NACA South Applications Due
- 9/1 - Homecoming Executive Council Interview Sign-Up
- 9/1 - Collaboration Forum Calendar Submissions Due
- 9/4 - Homecoming Group Interviews
- 9/4 - GRU Goes to Coca-Cola Factory Final Checklist Due
- 9/5 - Collaboration Forum Agenda Due
- 9/6 - GRU Idol Final Checklist Due
- 9/7 - NACA South Letter of Commitment Due
- 9/8 - GRU Goes to the Coca-Cola Factory Ticket Sales Begin
- 9/9-10 - Homecoming Executive Council Interviews
- 9/10 - Promotions Event
- 9/10 - Collaboration Forum 5PM-6:30
- 9/15 - GRU Idol Rehearsal 7PM-9PM, JSAC Coffeehouse Hardy Meeting Room
- 9/15 - GRU Final Checklist Overview
- 9/16 - Student Leader Make-Up Workshop
- 9/16 - Masquerade Ball Checklist Due
- 9/17 - GRU Idol 7PM-9PM Maxwell Performing Arts Theatre
- 9/20 - CREW Outing
- 9/22 - GRU Goes to the Coca-Cola Factory Final Checklist Overview
- 9/23 - International Festival Checklist Review
- 9/25 - Promotions Event Checklist Due