Jaguar Production Crew Union Board Meeting
Monday, September 22nd at 5:00 PM
Hardy Meeting Room, 2nd Floor of JSAC

I. Call to Order: 5:07 PM
   a. Present: Amma Sarfo, Taylor Rodriguez, JoVawne Fletcher, Jessie Edge, Brittany Hatcher, DeShyla Brockington, Octavia Kierce, Shanece Price, and Brianna Hardy
   b. Tardy: Xavier Bradley (class), Brianna Hardy (class), Ana Anderson
   c. Absent: Diamond Jenkins

II. Approval of Agenda
   a. Motion: ___Brittany___
   b. Second: ___Shanece___

III. Approval of Minutes
   a. Motion to Amend: ___Taylor___
      i. Fix Roman Numerals
      ii. On Coke Factory Section: Change “Taylor” to DeShyla in all parts
      iii. On GRU Idol: Change “Taylor” to Raysean in all parts
   b. Second to Amend: ___Octavia___
   c. Motion with Amendment: Shanece
   d. Second with Amendment: Octavia

IV. Event Debrief
   a. Promotions Event, Sno on the Patio; Tuesday, September 10th, 2014 at 11-1 PM
      i. What went well? Komal and Brittany stated that the balloon pop was very popular. DeShyla, Raysean, Amma, JoVawne, and Jessie were impressed with the turn out. Shanece really thought it promoted CREW well. Brittany thought the promotion throughout the JSAC really helped pull people into the event. Brianna thought it was a great event. Danielle said that we met the goal of the event. Jessica thought it was great that the union board didn’t need advisors to be present.
      ii. What areas can be improved? Komal and DeShyla thought it’d be beneficial to have more flavors for sno cones and that it was hard to keep track of the papers that fell out of the balloons for the balloon pop game. Jessie thought that there needed to be more help after 1:00 PM. Raysean and Octavia stressed the importance of staying at your assignment. Shanece and Brittany believed that the music playlist needed more songs or more up to date music. JoVawne thinks that we shouldn’t change the iPod songs in the middle of the event and also that all the prizes inside the balloons were grouped together so next time we need to make sure they are spread out. Amma thinks that during the balloon pop nobody should be switching out prizes and that there needs to be more people working the balloon pop station.
   b. GRU Idol, Maxwell Performing Arts Theatre; Wednesday, September, 17th 2014 at 7-9 PM
      i. What went well? Ana and Brittany thought the band was funny and entertaining. Jessie liked that the judges gave real feedback. Shanece enjoyed the show and thought the text and vote was a wonderful way to include the audience. JoVawne thought the PR was really great for the
event and that many people did the text and vote. Amma thought that all instructions were clear and that Brianna and Raysean did a good job directing people. Taylor thought the PAT was a great professional location and that they were really helpful in things such as lighting and sound. Jessica thought that the PAT really helped with the budget. Danielle thought the videos in the beginning were great because the late people didn’t miss any of the show.

ii. What areas can be improved? Komal and Jessie thought that sign in was too slow. Xavier and DeShyla discussed that the downstairs assignment wasn’t necessary after the contestants finished the first round because they weren’t doing anything and could’ve seen the show. Brianna felt like the PAT dictated too many decisions and that if it isn’t your event you should not make decisions that will affect the entire show. Everyone agreed that communication needs to be worked on and that a better associate member plan should’ve been made to avoid so many not having anything to do or just hanging out backstage. JoVawne thought there should be less walking on and off stage and that the host seemed a little confused. Amma thought there should be a better incentive for the assessment. Taylor thought the transition to the second round was confusing and that everyone needs to remember to clean up after the event is over. Jessica reminded CREW to be observant and proactive and assured everyone that the relationship with the PAT will grow. Raysean thinks it’s important to stay positive and respectful. Danielle said to remember that you never know who is listening and to review checklists before the event.

V. Event Checklist Review  
   a. GRU Goes to Coca-Cola Factory; Saturday, September 27th, 2014 at 7:30 AM- 5:30 PM  
      i. Set-Up Time: 6:30 AM  
      ii. Attire: CREW Polo and Khakis  
      iii. Leaving campus at 7:30 AM, arriving in Atlanta at 9:30 AM. Leaving factory at 2:30 PM, arriving in Atlanta at 5:00 PM. Tickets are sold out! All participants will ride the bus. Assessments will be given on the bus ride back. The promo event is cancelled. People can be put on a waiting list by calling the PAT. An email will be sent to everyone that bought tickets.

VI. Event Checklist Overview  
   a. Pig Out: Survivor Edition; Wednesday, October 15th, 2014 at 11:00 AM- 2:00 PM  
      i. Set-Up Time: 8:00 AM  
      ii. Attire: Pig Out T-Shirt & Appropriate Bottoms  
      iii. There will be dog tags, archery tag, sno kones, and 2 inflatables. Also, there will be a volunteer shirt that is sapphire colored and a giveaway shirt that is Irish green.

   b. Masquerade Ball; Friday, October 24th, 2014 at 8:00-11:00 PM  
      i. Set-Up Time:  
      ii. Attire:  
      iii. Roaring Twenties Theme in the breezeway and ballroom! Breezeway will be decorated in prohibition theme while the ballroom will be like a
speakeasy, hitting party! Collaborating with student health for alcohol awareness. There will be mocktails, a photo booth with green screen, a DJ, dancers that mingle with students, finger foods, and a decorating mask station. If the union board has an mocktail recipes send them to Jessie.

VII. Event Committee Updates
a. Homecoming Report
   i. Retreat this Saturday from 9 AM to 4 PM
b. Event Committee Meeting Updates
   i. Live Entertainment (Cultural)
      (a) Next meeting: 10/3 at 12:30 PM
   ii. Special Events (Family Fun)
      (a) Started planning masquerade ball
      (b) Next meeting: 10/2 at 2:30 PM
   iii. Traditions
      (a) Thinking of doing a promo event for Pig Out where people can win a flash pass to skip lines
      (b) Next meeting: 10/2 at 1 PM
iv. Membership
   (a) Got ideas for Spring Proposals
   (b) Next meeting: 10/6 at 12 PM
v. Public Relations
   (a) First meeting: 9/29 at 4 PM

VIII. Standing Committee Updates
a. Assessment
   i. Meeting: 9/22 at 7 PM
b. Budget *TABLED*
c. Collaboration: Meeting: 10/1 at 11 AM
   i. Co-Sponsorship: Constitution Day
      (a) What went well? Ana thought debuting GRU Idol was good. Shaneece thought it was good and we should do more collaborations. Octavia thought it was fun and that we promoted well in the Study Abroad Fair. Amma thought the pocket Constitutions were very cool. Brittany liked that the Constitution reading was kind of in the background and that students actually participated which is good.
      (b) What can be improved? Komal thought the photo booth wasn’t popular. DeShyla thought we needed to plan the number of singers better because we didn’t have enough. Jessie thought the quiz was too long. Raysean thought that asking declined singers from GRU Idol to do it wasn’t effective. Brianna thought we should’ve had an assignment in the Study Abroad Fair the whole time. JoVawne and Amma thought that it was confusing that the library’s assignments were different from CREW’s. Taylor reminded people to be enthusiastic for cosponsorships.
   ii. Borrowing Process (Returning Items)
      (a) We have about 4 Borrowing requests. They will be coming to the office to pick up and return items as well as to sign the contracts.
Taylor will be in contact with anyone who has to do this in their office hours.

IX. VP for PR Report
   a. Teal Tuesday’s Winner Process (Prize Sheet)
      i. Can’t change out prizes
   b. Videographer
      i. Rickey will have the videos done by Wednesday
   c. Step & Repeat
      i. JoVawne will be meeting with everyone that can’t set it up to teach them.

X. VP for Membership Report
   a. Associate Member Event Plans: Make sure to make a meeting with Taylor for your event.

XI. VP for Administration Report *TABLED*

XII. President’s Report
   a. Spring 2015 Program Proposals
      i. Amma goes over all the deadlines for the proposals and how this will be a step by step process to help the programmers. It is expected for programmers to look through the NACA list of performers to see if they are interested in any for their Spring events. The Arabian Nights proposal was used as an example and also the blank proposal was shared with everyone.
   b. Lyceum Series: Second City Event Chair
      i. Shaneece and Octavia will be chairing the Lyceum Series.
   c. Event Expectations
      i. Come as a CREW, leave as a CREW! Be on time.

XIII. Advisors Report
   a. Health Sciences Campus
      i. Danielle reminded everyone that aboards need to be posted on time downtown and to remember to promote there.
   b. Office Hours
      i. If your hours aren’t correct tell Jessica.

XIV. Announcements:
   a. Ana’s restrictions will be lifted Thursday most likely!
   b. Congratulations to Jessie and Xavier for being lead Orientation Leaders!

XV. Adjournment: 7:03 PM

REMINDERS:
- 9/22- GRU Goes to the Coca-Cola Factory Final Checklist Overview
- 9/23- International Festival Checklist Due
- 9/25- Promotions Event Checklist Due
- 9/26- Homecoming Retreat
- 9/26- GRU Goes to the Coca- Cola Factory Ticket Sales End
- 9/27- GRU Goes to the Coca-Cola Factory
- 9/27- Homecoming Retreat
- 10/1- Pig Out: Survival Edition Final Checklist Due
- 10/2- Masquerade Ball Final Checklist Due
- 10/6- Lyceum Series: Second City Final Checklist Overview
- 10/6- Spring 2015 Proposals Due
- 10/8- CREW Spring 2015 Proposal Brainstorming Meeting
- 10/9-12- NACA South
- 10/12- Lyceum Series: Second City Show
- 10/15- Pig Out Survival Edition
- 10/17- Fall Pause
- 10/20- General Membership Meeting with Spring 2015 Proposal Brainstorming
- 10/20- Promotions Event Checklist Overview
- 10/23- Promotions Event
- 10/24- Masquerade Ball
- 10/27- Spring 2015 PPP
- 10/28- International Festival Final Checklists Due
- 10/30- Promotions Event Checklist Due