Jaguar Production Crew Union Board Meeting Minutes  
Monday, November 18th at 5:00 PM  
Skinner Meeting Room, 2nd Floor of JSAC

I. **Call to Order:** 5:01 PM  
a. Alexis called the meeting to order at 5:01 PM.

II. **Attendance:**  
a. Present: Alexis Perry, Alvina Quinn, Denroy Bercier, Kenneth Holley, Jasmine Tate, Taylor Rodriguez, Alisha Buggs, JoVawne Fletcher, Tyler Schumann, Shanee Price, Yesenia Castro, Amma Sarfo, Jessica Haskins, and Danielle Schleifer  
b. Tardy: Michael Banks

III. **Approval of Agenda**  
a. Motion: JoVawne  
b. Second: Denroy

IV. **Approval of Minutes**  
a. Motion: Taylor  
b. Second: Denroy  
i. Changes that are needed to be made from last week meeting (November 11th) are as follow: add the time (5:06) to the minutes, add Kwanzaa, and change the spelling for Bodhi day.

V. **Event Debrief**  
a. International Festival, JSAC Ballroom  
i. Wednesday, November 13th at 11:00 AM- 2:00 PM  
   1. What went well?  
      a. Good amount of people, good numbers, professors brought students from class  
      b. Looked organized, people enjoyed food & culture  
      c. Enjoyed sand art  
      d. Amazing, everyone had fun  
      e. Fun, Zumba was hyped  
      f. Great, everyone enjoyed it  
      g. Impressed with people involved  
      h. Food line good (encourage student to visit other line).  
      i. Like the location for guessing the pictures  
      j. Vice President and Provost were hand on with the event  
      k. Great job special events (receive thank you email from Dr. Poisel)  
      l. Spanish club food was good  
      m. Survey went well (being at Henna and Sand Art station)  
      n. Best event of the year  
      o. Appreciate the help  
   2. What improvements should be made?  
      a. The way Jag Card numbers were taken for pizza, only took 927 number and not 912  
      b. Picture contest (guess location on A-Board)  
      c. Preparing for the event had only 5 people (do best contributing with task since we have 10 people on the board)  
      d. Promote on social media  
      e. Have food in ballroom, activities table in breezeway  
      f. Review board availability sheet for pre-task assignment so more people can help  
      g. Explain dragon boat before event  
      h. Separate P.F. changes & CREW food line  
      i. Allow artist to take break (Henna started before event & stayed after event was over)
j. Learn from rain location (there was a reason behind the placement of food)  
k. Stay at stations (keep track of student attendance at each station)  
l. Work together as a team (before, during, and after event)  
m. MSO table traffic needs to be limit (students trying to sign-up)  
n. Have both doors opened  
o. Line with Henna merged with sand art  
p. Find a way for more cultures to be represented  
q. Ballroom representatives didn’t get to see entertainment  

VI. Checklist Overview  
   a. International Festival, Student Center- Health Science Campus  
      i. Wednesday, November 20th at 11:00 AM- 1:00 PM  
         1. Set-Up: 9:30 AM  
         2. Attire: CREW Polo’s & Teal/Khakis Bottoms  
         3. Assessment Plan:  
            a. Survey will be placed at the Henna and Sand Art table.  
         4. PR Plan:  
            a. Flyers, PawPrints, Emailed Graduate CL & SGA President details, & A-Boards in Student Center  
         5. Associate Member Plan: Denroy emailed to inform/request availability.  
            a. Attire: Black Tops & Teal/Khakis Bottoms  
       7. Availability sheet was passed around to the board members.  
       8. Sand art and Henna will be downtown and music will also be playing.  
       9. A-Board will be placed at the student center and at the tear drop  
      10. Kenneth will compare the feedback from International Festival on the Summerville campus to the International Festival at the Health Science campus. The committee will discuss at Friday meeting.  
      11. On Campus text message will be available on the iPad.  
      12. CREW members are allowed to part in the gravel or behind the Student Center.  
   b. Holiday Extravaganza, JSAC Ballroom  
      i. Saturday, December 7th at 11:00 AM- 1:00 PM  
         1. Set-Up: Friday, December 6th at 4:00-7:00 PM  
         2. Attire: CREW Polo’s & Khakis Bottoms  
         3. Assessment Plan:  
            a. Alexis explained that the assessment plan is what the event chairs will like for the assessment committee to do, incentives for filling out surveys.  
            b. Taylor will meet with Kenneth to review an assessment plan.  
         4. PR Plan:  
            a. Alexis explained that the PR plan entitles chalking, social media, On Campus Text, things need from PR.  
            b. PR plan will be determined by the next meeting.  
         5. Associate Member Plan:  
            a. Alexis explained that the Associate Member Plan is what is needed from associate members.  
            b. Associate member plan will be determined by next meeting.
6. Taylor informed the board that there will be a contest for Bodhi Day and there will be 3 different winners.
7. For Christmas there will be decorate your own ornament.
8. The plan is to have a Santa at the event.
9. Suggestion for food are as follow: chicken, waffles, and omelets.
10. Those who donate a toy will be entered into the raffle.
11. Prize options for the raffle are Jag Cash and Portable DVD player.

VII. Committee Reports
   a. Standing Committee
      i. Assessment
         1. Kenneth informed the board that the assessment committee will meet Friday to discuss plan for Holiday Extravaganza and enter in survey information.
         2. The committee will possibly meet early next week.
      ii. Budget
          1. Alvina informed the board that the budget committee met last Thursday to review travel expenses.
          2. More information will be given at the next meeting.
      iii. Collaboration
          1. Denroy informed the board that the collaboration committee met Friday. They are working on the item borrowing system and prices.
          2. They reviewed media services plan.
   b. Event Committee
      i. Family Fun
         1. Taylor informed the board that the next meeting will be Wednesday at 2:30 PM.
         2. They will work on finalizing the checklist for Holiday Extravaganza and work on spring proposal.
      ii. Live Entertainment
         1. JoVawne informed the board that they have potentially found an act for LipSync and will present at the meeting on Monday.
      iii. Special Events
         1. Michael informed the board that the next meeting will be 1st Wednesday of December and will be the last meeting for the semester. The meeting will take place at 3 PM.
      iv. Traditions
         1. Yesi informed the board that the committee met last Monday, November 11th.
         2. Amma informed the board that the committee discussed potential caterers and that the event isn’t able to be held at the Old Medical College on the 19th.
         3. They will look into other places and the prices before deciding on the venue.
         4. The next meeting will be held Monday, November 25th at 3 PM.
         5. Jessica informed the committee to ask about rental period when calling around different place.
         6. The opposite person will give report at the next meeting.
   c. Homecoming Committee
      i. JoVawne informed the board that the homecoming committee will give report every Monday for the group to give feedback on ideas.
      ii. Homecoming is taken place the week of Valentine Day and to think of themes by Friday.

VIII. PR Report
   a. Kenneth informed the board that two events requested social media and their needs to be more interaction process between the event chairs.
b. Facebook had the wrong information and the group needs to inform Jasmine what needs to be tweeted.

IX. VP of Membership Report
   a. Associate Membership Updates
   b. Associate Member Voting
      i. Nominees:
         1. Shermayne Reynolds
         2. Octavia Kierce
         3. Vernon Blount
            a. Denroy informed the group that the associate members cut down nomination to three people.
            b. The team will collectively nominate an associate member next time.
            c. The associate member will not be allowed to be associate member of the month consecutively.
            d. Kenneth informed the group to not mention person eliminated at the associate membership meeting.
            e. Denroy will communicate to the associate member winner to attend the meeting on December 2nd.
            f. Each person who nominated an associate member went around and explained the reason for their nomination.
               i. JoVawne nominated Shermayne
                  1. Go to all the meetings when she can, excellent associate member, participate in committee meetings, helps out during the events.
               ii. Kenneth nominated Octavia
                  1. Fun, good atmosphere at the meeting, and participate actively.
               iii. Shaneece nominated Vernon
                  1. Stayed to help with International Festival, helped with every event, helped with pre-planning for events.
      g. Octavia will be the associate member for November.

X. VP of Administration Report
   a. Office Hours
      i. Alvina reminded the group to clock-in and out as well as initial on the office hour form.
   b. Absence Notification
      i. Alvina will share the absence notification link on google drive.

XI. President’s Report
   a. Holiday Dinner
      i. Secret Santa? White Elephant? Neither?
         1. Alexis informed the board that the Holiday dinner will take place on December 5th at 7 PM.
         2. The group voted on secret Santa for gift sharing.
   b. Things to Remember Form
      i. Alexis explained the idea behind the Things to Remember Form. She will have for them at the next meeting.
   c. Spring Retreat Date
      i. Alexis informed the board the Spring Retreat will take place on Monday, January 20th from 10 AM- 5 PM. The retreat is mandatory for all board members.
         ii. More information will be provided at a later date.
   d. Alexis announced the group that if they are able to start shadowing the person who is in the position they would like to apply for next year. If they would like to attend an EB meeting, they will need to let her know in advance.
XII. **Advisor's Report**

a. Holiday Dinner
   i. Jessica informed the board not to share address provided and the EB will decide on the menu. The board will find out menu at Monday meeting.

b. Jessica reminded the board about Storage Move out day. The following board members have sign-up to help: Kenneth, Denroy, Shanece, Taylor, and Alisha at 10 AM. The advisor will purchase lunch for those who help out. Everyone helping out will meet at the SLE office.

c. Jessica reminded the board to use their indoor voices when in the office and let Jessica know if anything is spilled.

XIII. **Roundtable Discussion**

a. JoVawne announced their SGA is having a forum on Friday. The parking service representative will be in attendance and the group will be allowed to ask questions.

b. JoVawne announced that he is the Senator for the College of Business.

c. Alexis announced that the Deltas are having a Bake Sale on Tuesday from 9 AM-12 PM in the Breezeway.

d. Alexis announced that the Deltas are taking up toiletries for Hope House.

XIV. **Adjournment: 7:09 PM**

a. Motion: Shanece

b. Second: Taylor

**REMINDEERS**

- 11/18- Holiday Extravaganza Checklist Overview
- 11/23- Storage Move Out Day from 10 AM- 12 PM
- 11/23- CREW Outing: Bowling at 7:30 PM (Washington Road)
- 12/02- Holiday Extravaganza Checklist Final Overview
- 12/02- ClubFest & GRU On the Move Checklist Due
- 12/05- CREW Holiday Dinner at 6:00 PM (Jessica’s House: 2102 Lions Paw Drive; Augusta, GA)

> “Lead and inspire people. Don’t try to manage and manipulate people. Inventories can be managed but people must be lead.”

> — Ross Perot