**ASSP Meeting #2**

9.26.2017

PSC 104

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| **Time** | **Item** |
| 12:00PM | Welcome* Visions and goals
	+ Promote collaboration and unity of the student body through academic, social, and service opportunities
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|  | ASC Updates* Associated Student Council
	+ Selection of student leaders whose roles impact student life
	+ Act as the legislative and administrative body
* Update the Constitution
	+ New format
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|  | Updates from the E-Board1. Vice President of Finance
	1. Common Mistakes: RECEIPT
		1. Please do not cover essential information with the clear tape as it may fade the ink (i.e. method of payment, amount of charge, transaction date, etc)
			1. Receipt should be taped on the white piece of paper using clear tape.
		2. Do not have personal purchase on the same receipt
			1. The reimbursement request will get rejected by the Business Office.
	2. Common Mistakes: BANK STATEMENT
		1. Required if the payment was made with the debit/credit card
		2. If the last 4 digits of the card not indicated on the bank statement, the copy of the debit/credit card is required
	3. Deadlines Reminder
		1. Non-Travel Reimbursement Form: 2 weeks after the event/purchase
		2. IR and PO Forms: 3-4 weeks prior to the event
		3. Travel/Conference Reimbursement Form: 2 weeks after the conference
			1. Submit to VP of Professional Conferences (Andy Han)
	4. Electronically signed reimbursement forms are acceptable
		1. However, the signature must be from the student who made payment, not the Director of FInance of the organization
	5. All forms must be single-sided and paper clipped together, NOT stapled
	6. Please apply for GSG funding if the event or expense if fundable by the GSG Fund
2. Vice President of Professional Conferences
	1. Reimbursement forms will be turned into the organization’s Director of Finance first who will then submit to VP of Professional Conferences after for conference reimbursements
3. Vice President of Admissions
	1. Welcome Session: Friday October 13th at lunch in PSC 112
	2. Training Sessions:
		1. Tuesday October 17th at lunch in PSC 112
		2. Wednesday October 18th at lunch in PSC 112
	3. Interview dates:
		1. October 20, 2017
		2. November 17, 2017
4. Vice President of Student Affairs
	1. Class of 2021 Board Election Results
		1. President: Chara Aueyong
		2. VIce President: Noam Morningstar-Kiwi
		3. Secretary: DanQuynh Bui
		4. CC Rep: Araz Nazarian
5. Vice President of Administration
	1. Fraternity Events: Discussion
		1. Info sessions will be moved to the Spring Semester
		2. Fall vs Spring pledging discussion with Dr. Park
			1. Benefits of Fall pledging: bonding with pledgemates, increased level of professionalism, networking, earlier exposure to board positions for the next academic year
			2. Cons: may affect P1’s grades
		3. Pledging will be in the Spring Semester for the academic year of 2017-2018
			1. Faculties are trying to collect data for few years
6. Vice President of Internal Communications
	1. Monday Mail Submissions are due on Saturday night at 8PM, prior to the upcoming Monday
	2. Only submissions through Google Form will be accepted (E-mail submissions will NOT be accepted)
		1. Google Form can be found on the ASSP website or on the bottom of each week’s Monday Mail
		2. Late submissions will not be accepted as well!\*
	3. Description of the event for Monday Mail submission will now have word limit. (i.e. 1 sentence)
	4. Please inform your board members on the correct way to submit Monday Mail submission.
		1. Protocol for making Monday Mail edit:
			1. Idea: Send a draft to all presidents Sunday morning for quick review?
7. Vice President of Community Health
	1. SOCH/ASSP Calendar
		1. All approved Community Health Events have been added the SOCH/ASSP Calendar. Please verify any event details on the ASSP Student Activities Calendar.
			1. Directions for viewing:
				1. USC ASSP Website → Student Activities Calendar → select “ASSP Health Fair” in the drop down menu located next to the “Agenda” tab
		2. Pending Community Health Events
			1. If any event information is missing, the event cannot be approved
			2. Unapproved events cannot be added to the ASSP/SOCH Community Health Events Calendar
			3. Please have the corresponding coordinators complete an Event Request Form AND Pre-Event Form
			4. Details are available on the Community Health Programs: 2017-2018 Roster
8. GSG Senators
	1. HSC Concerns Meetings (Open to everyone)
		1. Thursday, Oct 19th 5:30-6:30 pm
		2. Thursday, Nov 30th 5:30-6:30 pm
		3. Meetings are in NTT7409 in HSC
9. QSAD Representative
	1. Homecoming Associates Picnic - Saturday, November 4, 2017
	2. Alumni/Student Mixer - March 7th or 8th
	3. Alumni Gala - April 2018
10. Vice President of Public Relations
	1. Make sure using the right USC logo in upcoming events, flyers and fundraising items
	2. Update Lv. 1 Representatives information
	3. Email **5-10** photos of each organizational event to assppublicrelations@gmail.com
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| 12:50PM | Wrap-up* Next meeting: October 31, 2017 at Noon
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