

Date: 11/27/2018

Location: Plex Basement

RCB Executive Board Meeting

Start Time: 5:03

Members Absent: Charlotte

1. Review
 - a. Reading of the Minutes
2. Updates
 - a. Joseph (VP of Academic Affairs)
 - i. Gift card reimbursements
 - b. Shannon (VP of Social Affairs)
 - i. Thank you guys so much for all your help with RCB Formal :)
 - ii. RCB Formal Survey:
https://docs.google.com/forms/d/e/1FAIpQLSdirwJyl-CeWjAwV9hcWbb9m0XALGyEm-cQI3iNivq82vdf7g/viewform?usp=sf_link

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FY19 Northwestern Registered Student Organization Agreement

Please type or print legibly. Agreement should be returned within 14 (fourteen) business days of the event. Agreement should be completely filled out and is subject to the approval of Student Affairs staff.

This Agreement is entered into on this date: _____ by and between _____ and Northwestern ('Supplier') and Northwestern University ('Northwestern'). In consideration of the compensation and/or use of Northwestern facilities referenced below, the parties agree to the following terms and conditions:

Table with 2 columns: Field Name, Value. Fields include: Services to be provided by the Supplier, Date/Time of Engagement, Place of Engagement, Compensation to Supplier, Northwestern check should be made payable to, Federal ID number or Social Security #, Description of additional needs, Student Group Name, Student Group Contact (Name: Shannon Kollasch, Email: shannonkollasch2019@u.northwestern.edu).

- Unless otherwise specified, Supplier will be responsible for providing its own equipment if necessary.
• Supplier will be paid by Northwestern check following its performance of the services to be rendered under this Contract.
• No performance or program, or any part thereof is to be reproduced by Northwestern, including but not limited reproduction by broadcasting, videotaping, or tape recording without the written permission of the Supplier.
• Unless Northwestern, in its discretion, has given express advance written consent, University trade names, trademarks, nicknames, symbols, logos, or images are not permitted to appear in Supplier's materials, on Supplier's websites, or other communications.
• It is specifically agreed that the Supplier, its employees and agents are acting as independent contractors and are not agents or employees of Northwestern.
• It is understood and agreed that the consumption of alcoholic beverages or non-prescription drugs by Supplier on University premises before, during or after the performance is in violation of University policy, and may result in the immediate termination of the Contract, with no liability to Northwestern.
• If alcohol will be available, the terms of the Northwestern Events with Alcohol Rider apply.

Indemnification. Notwithstanding any other provision, Supplier agrees to defend, indemnify and hold harmless Northwestern and any of its trustees, officers, agents and employees of and from any loss, cost, damage or expense incurred as a consequence of damage to property, personal injury or death, arising or alleged to have arisen out of or in connection with the presence of any Supplier employees, agents or subcontractors on Northwestern property which is in any way associated with the performance of this Agreement, together with any legal and related expenses which may be incurred by Northwestern in defending such claims, unless such loss results solely from the negligent acts or omissions of Northwestern.

Limitation of Liability. Except as set forth herein, neither the Supplier nor Northwestern shall be liable to the other party for indirect or consequential damages, even if such party has been advised of the possibility of such damages.

Insurance Requirements. Prior to rendering any services under the Agreement, Supplier shall procure and maintain (at its sole expense) the following insurance, which shall cover itself and any subcontractor: comprehensive general liability in an amount of not less than \$1 million per each occurrence and \$2 million in the aggregate, statutory workers' compensation insurance as required by law, automobile liability insurance in an amount not less than \$1 million, and employer's liability insurance in an amount of not less than \$500,000. Northwestern, its affiliates, officers, directors, trustees, volunteers, and employees shall be named as additional insureds under the General Liability, Automobile Liability and Excess Umbrella policies on a primary, non-contributory basis. All policies shall waive rights of subrogation against Northwestern. Insurance shall be placed with reputable insurers with a Best's rating of A- or better. Supplier shall furnish Northwestern with certificates of insurance outlining the coverage above. Failure of Northwestern to notify Supplier of any deficiencies in the required insurance policies or to request insurance certificates shall not relieve the Supplier from the responsibility to provide the specified insurance coverages.

Governing Law. The Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Illinois, excluding its choice of law rules. In the event of a dispute, the parties agree to submit to the exclusive jurisdiction of the state courts of, and federal courts sitting in, Cook County, Illinois.

Tax Exempt. Northwestern is exempt from the retailers' occupation tax, the service occupation tax (both state and local), the use tax, and the service use tax. Our Illinois State tax exemption identification number is E 9990-4055. Northwestern is also exempt from the Federal excise tax as an exempt institution (sec. 4222,IRC). Our Federal excise tax exemption certificate registry number is 3673-0269F.

To the extent that the terms of this agreement conflict with the terms and conditions set forth by the Supplier, the terms of this agreement shall take precedence. AGREED TO AND ACCEPTED BY:

Authorized Northwestern Staff Representative

Supplier

Signature: []
Name: []
Title: []
Date: []

Signature: []
Name: []
Title: []
Address: []
Phone: []
Email: []
Date: []

Approved: 01-2018

- iii.
c. Charlotte (VP of Philanthropic Affairs)
i. Basically impossible to reach out to Just Harvest (the person who told me they can't do this week because it's her mum's birthday lol)
ii. Will probably do the donation boxes

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- iii. Details coming
- d. Benjy (VP of Public Relations)
 - i. Putting together the formal photos
 - 1. Waiting for one photographer to send us their pictures. Will post them all at once one on FB
- e. Mallory (VP of Financial Affairs)
 - i. Vouchers for Photographers
 - ii. Check on contract being submitted
- f. Danielle and Nat (VP of Inter College Relations)
 - i. Rock guarding Mon, Dec 3 8pm - Tues, Dec 4 at midnight
 - 1. Guarding-
 - https://docs.google.com/spreadsheets/d/1-TPakO04A76iUacWRKZ4kwuT2wGTwsrANfUKJI_nU6g/edit?pli=1#gid=0
 - a. One more spot to fill- hoping Willard can take
 - b. Will hopefully have a point person
 - 2. Requested rock painting tent from Norris
 - a. Either \$9-10 a day for 3 days (not an explicit price)
 - 3. Heaters or Hot water things?- can we get these/where?
 - 4. Went to Artica to check on rock painting supplies
 - a. \$65 for everything you need, includes 1 color for base and 2 colors for details
 - i. \$12 for additional cans
 - b. Colors: white, yellow, red, green, blue, black, purple
 - 5. I should probably use the debit card for these? I would need it next Tuesday because I'm presuming I pay when I pick these up unless we can just have them bill RCB - [Danielle - Artica can accept RCB's SOFO chartstring for payment.NLA](#)
 - a. 731-2130300-70020185-01
 - 6. Submissions-
 - <https://docs.google.com/forms/d/1qnvvXMe0JffVaavCINzwlsIVA-VFa6LwH5zOd9saD38/edit>
 - a. Only 3 from 2 different people

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- b. We can select one of these or print coloring sheets to make people design while they're guarding, but then we would've already picked out the colors
- c. Should ask the RCBs what they want to be called
- g. Peter (President)
 - i. Formal Survey
 - ii. Winter Arts Fest - feasibility/interest? Yes interested
 - iii. SOA promotion- Have the posters, may need flyers. Email people that it is going on
- h. Nancy (Advisor)
 - i. Request discussion for RCB formal survey - importance of soliciting attendee feedback (and RA staff/event helper feedback)
 - ii. Status of processing remaining formal expenses (buses; anything else?)
 - 1. Buses haven't happened yet and may not until next quarter
 - iii. Winter Quarter RCB proposed events? Need a budget to get approved, start figuring it out by next week to get approved
 - iv. Is Benjy allowed to submit a RCB rock design?
 - v. RCB rock painting activity - does the budget allow for RCB to provide painters with hot cocoa/tea/snack while painting?
 - vi. TBD last RCB full board meeting - any possible interest in a "secret snowflake/santa" exchange? Re-gifted/low cost (less than \$10) wrapped gifts - numbers to draw for selection sequence. RCB has had fun with it in the past.

3. Discussion

End Time: 6:01