

Date: 11/6/2018

Location: Plex Basement

RCB Executive Board Meeting

Start Time: 5:03

Members Absent:None

1. Review
 - a. Reading of the Minutes
2. Updates
 - a. Joseph (VP of Academic Affairs)
 - i. Crossword stuff sent out
 - ii. Gift cards ok? -- Need a stack of W9 forms to fill out
 - b. Shannon (VP of Social Affairs)
 - i. LOGISTICS:
 1. Bus locations
 - a. **North @ Patten gym:** 4 buses (188 seats) for 168 students. Students from Ayers, CCS, Slivka MUST leave on the north buses, not the south buses
 - b. **South @ Cahn auditorium:** 7 buses (329 seats) for 315 students. Students from Chapin, CRC, ISRC, PARC, Shepard, Willard, Hobart MUST leave on the south buses, not the north buses
 - c. Have your RC walk to the pick-up location together as a group
 2. Bus times
 - a. Departing Northwestern: Boarding starts at 7:15 PM; first bus leaves at 7:30 PM
 - b. Departing MCA: Boarding starts at 10:30 PM, leave by 11:00 PM
 - c. **Need to update Zenovia on timing and number of buses north vs south**
3. Bus boarding + Chaperones: - **NLA: I would like us to discuss who from RCB exec can be in charge of north campus chaperones.**
 - a. **Chaperones:** Exec, 6 RAs, Nancy Anderson (14 people)
 - b. **7:00 PM:** At least one chaperone will be assigned to each bus. Danielle will manage chaperones for South campus

Date: 11/6/2018

Location: Plex Basement

buses; Peter will manage chaperones for North campus buses. Peter and Danielle will assign at least one chaperone to each bus and will dismiss buses after checking with the chaperones that their bus is full.

c. Chaperone duties:-should be emailed ahead of time

- i. Show up to boarding location (north/south) at 7:00 PM. You will be assigned to a bus by either Nancy Anderson or Peter Hillenbrand.
- ii. Have everyone work on the first bus doing different things and one person leave with each bus
- iii. Check that each guest on your bus has a wildcard and a wristband before they enter the bus
- iv. Line the students up as they arrive, make sure they fill the first buses first
- v. Make sure the bus is full by counting the number of students before it leaves. Each bus has 47 seats (save a seat for yourself)
- vi. Ride on your assigned bus to the formal
- vii. Enjoy the formal! If you see alcohol, tell the student that they must throw it away. Report any overly rambunctious students to Nancy Anderson (give chaperones Nancy's phone number?) - [For the record, RCB exec board and RA staff should stand ready to help address emergent issues.](#)
- viii. Gather by the entrance of the museum at 10:30 PM; you will then be assigned to buses
- ix. Make sure your bus is full before it leaves (save a seat for yourself)
- x. Have North or South labels and communicate that to people leaving

d. Need to contact RAs about this

4. Wristbands:

- a. Gold wristbands count as tickets
- b. Distribute at RCB Fullboard this Friday

Date: 11/6/2018

Location: Plex Basement

- c. We need to count these out (We can count them during this meeting)-Mallory has counted them
- ii. Photographer
 1. **Services:** Take action photos and portrait photos of party guests. Edit and select at least 100 photos; send these photos to RCB_EXEC@listserv.it.northwestern.edu
 2. Photographers may board either a north or south bus at 7:15pm
 3. Need to figure out photographer payment
 - a. Would be nice if they had an international taxpayer number, but can probably work either way, will find out tomorrow
 - b. Will fill out the paperwork as soon as possible
- iii. Other questions/comments:
 1. I'm setting up a visit of MCA for next Monday or Tuesday. Any questions to ask/things to figure out other than those below?
 - a. Where will things be located (DJ, food table, dance floor)
 - b. What exhibits will be open to us
 - c. Coat check?
 2. Should I arrive early? Should I stay late?
 3. Sachin's email
 4. Verify in writing the parking for the DJ
- c. Charlotte (VP of Philanthropic Affairs)
 - i. Bob Mann's Great Lake Action Days Event
 1. Philo chairs did not have high sentiment on getting people to come
 2. Going to scrap this event
 - ii. Also talking to Res life about closer philo events
- d. Benjy (VP of Public Relations)
 - i. No updates
- e. Mallory (VP of Financial Affairs)
 - i. RCB Exec Tickets
 - ii. DJ Parking
 - iii. I submitted the reload request for the debit card today
 - iv. I'm meeting with Brad tomorrow morning to get the catering voucher signed

Date: 11/6/2018

Location: Plex Basement

- v. Photographer needs to fill out Form W8BEN - [do you mean the W-9?](#) - I do not
 - f. Danielle and Nat (VP of Inter College Relations)
 - i. Capture the flag was not approved yet because I didn't write an event description?? And it took 9 days to tell me this???
 - 1. I don't think we can get teams by Saturday at this rate
 - 2. Reschedule or take Adam's suggestion and coordinate an RCB rock painting movement?
 - a. Get tent
 - b. Get heater
 - c. Buy paint
 - d. Distribute flyer for submissions of what we should paint
 - i. Guidelines- what it should say
 - e. Distribute spreadsheet to sign up
 - i. How big should time slots be?
 - 1. Assign to RCs
 - 2. Prorate by RCs
 - f. Who paints?
 - g. When?
 - i. Start guarding Friday night, paint Saturday night
 - ii. December 1st
 - g. Peter (President)
 - i. No updates, but want to discuss bus logistics and recap on Philo event
 - h. Nancy (Advisor)
 - i. I recommend an event checklist to ensure all formal transactions/tasks are covered and confirmed this week.
 - ii. It will be helpful to create signs and label buses (north, south) so students are informed to ride the same north/south bus back to campus.
 - iii. Questions: Status of signed W-9 from Mr. Jackson (deejay)? Status of his required parking pass covered with MCA? Other pending items (NU riders and W-9s for photographers)? Is it possible to obtain answers about venue set-up this week?
3. Discussion

End Time: 5:55