

Date: 4/17/18

Location: RCB Exec Office

# RCB Executive Board Meeting

Start Time: 5:03

Members Absent: Nancy Anderson (other NU meeting commitment 5-5:50 pm @ Norris)

## 1. Review

- Reading of the Minutes

## 2. Updates

- Joseph (VP of Academic Affairs)
  - i. Event finalization-leaning towards sporcle again, will figure out prizes and format by next week
  - ii. Academic meeting set up-probably tomorrow
  - iii. RCB Apparel?- Quarter zips or hoodies? Will look into cost and design, vote at fullboard.
- Shannon (VP of Social Affairs)
  - Meeting with social chairs tonight
  - Probable social coming up: Salsa night 5/5
  - Let's pick out a date for formal! When do you have events?
    - Away games, Halloween, midterms
  - Budget, attendance for formal
    - Attendance: 500, may look to include more
    - \$20,000-\$30,000
- Charlotte (VP of Philanthropic Affairs)
  - Emailed philo chairs
  - Emailed Norris outdoors
  - Locations for pennywar setup? Thinking: The Rock, Tech, quad near Willard, Lisa's, will ask Nancy about reserving quad
  - Potential dates for philo activities, possibly week 6 and 9, will be about \$200 per event
  - Nat: Connection for the Homeless to provide dinner at a shelter then talk with them
- Benjy (VP of Public Relations)
  - Met with Tech Chairs and website competition is due 4/22 (will extend to 4/24). Need to assign categories to Exec members next week

Date: 4/17/18

Location: RCB Exec Office

- Meeting with PR Chairs is tomorrow
- Wildcat Days went well
- Website Hosting renewal by September
- Mallory (VP of Financial Affairs)
  - Please turn in your budgets
  - Who bought the physical \$30 Amazon card?
    - Jason Blacher
- Danielle/Nat (VP of Inter College Relations)
  - i. RCBonfire \$, will be covered by Shannon's social budget
  - ii. IM Updates
    - 1. Soccer was cancelled last sunday
    - 2. Ultimate cancelled tonight
  - iii. Field Day Updates
    - 1. Fun Ones contract - submitted to Jean Voss
    - 2. Ordering trophies and swag this week, will be drawstring bags
    - 3. Van rental request (@Nancy)
      - a. In order to drive a Motor Pool vehicle, all student drivers must have written permission from the department for which they are doing the driving. This authorization must be on department letterhead and state that the student(s) have permission to operate a University-supplied vehicle as approved representatives of the department. This authorization must be supplied to the Motor Pool office at least 24 hours prior to the requested vehicle pick-up time.
      - b. <http://www.northwestern.edu/fm/services/motor-pool/make-a-reservation.html>
    - 4. Video competition
    - 5. @Benjy- 4 posters with each different color scheme (1 for each major event that we'd like to emphasize) and one FB banner (16:9 aspect ratio)
      - a. May 19th, 12-4
      - b. Emphasize gladiator, relay race, inflatable,
- Peter (President)

Slack has arrived (maybe dysfunctionally), 2 links to channels, appears to work now
- Nancy (Advisor)

Date: 4/17/18

Location: RCB Exec Office

- i. Campus Life recently updated its Cover Sheet form which student organizations are required to complete and use with each submitted contract. I wanted to be sure that you all are aware of this update.

**Jean Voss, Campus Life Administrative Assistant**, shared a helpful “**Event Planners: Need a Contract?**” Guide with these instructions:

1. Visit the Student Organizations and Activities webpage (in Norris)
2. Click on “Planning an Event” under the Org Officers drop-down menu
3. Complete the online “Northwestern Cover Sheet” and “New Northwestern University Contract Agreement” forms
4. Print them and submit to the contract office in the SOURCE for approval.

<http://www.northwestern.edu/studentorgs/org-officers/planning-an-event/index.html>

Please be sure to comply with this procedure. This morning I submitted RCB’s Fun Ones contract along with the updated, signed cover sheet form to Jean Voss, Campus Life.

- li. For the dept. authorization letter you seek for the van rental, provide me the names of which RCB exec officers will drive for Field Day (and have been documented as approved for completing the Risk Management course).

<https://www.northwestern.edu/fm/services/motor-pool/make-a-reservation.html>

**Danielle Johnson** (<https://www.northwestern.edu/risk/policies/approved-drivers/d-j.html>)

### 3. Discussion

○

**End Time: 5:40**