

**Date:** 5/22/2018  
**Location:** PARC

# RCB Executive Board Meeting

**Start Time:** 5:08

**Members Absent:** None

1. Review
  - a. Reading of the Minutes
2. Updates
  - a. Joseph (VP of Academic Affairs)
    - i. Apparel still in the works - Peter, Adam, Sachin yet to fill out forms by my count
      1. Ship date? June 8 is the earliest. May pick up and put in the storage room for next year
      2. Highest resolution file of logo available? Shannon volunteered to rework logo without Jones, and put it on the drive
    - ii. Sporcle - Rooms L251, L211, 221 reserved
      1. Benjy - posters
      2. FB Event
      3. Volunteer forms to follow, want to see how many roughly sign up to see how many volunteers we'd need
      4. Receipts for gift cards - also how would Amazon ones work?  
Could buy online or in a store
      5. Not sure about whether there will be food at Sporcle
  - b. Shannon (VP of Social Affairs)
    - i. RCBonfire June 8th
      1. Do we have the permits needed?
        - a. We've reserved the space
        - b. We need a fire permit from Evanston
      2. Activities?
        - a. Some sport competition thing
        - b. Astronomy fellow?
        - c. Heyck Award ceremony ends at 6
    - ii. RCB Formal: The Rundown!! (rip Shedd) Here is the [breakdown](#). Here are the [corporate packets](#).
    - iii. Bussing costs have increased, but may be negotiable

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- iv. Not sure whether to pay for lighting or not for dance floor colors, need to make sure they're synced with the venue and DJ
- v. All the soda prices are pretty high
  - 1. Chicago History Museum: Don't know catering costs yet, exhibit access and average cost
  - 2. Lincoln Park Zoo: Problem is there wouldn't be animals to see. Not much else to do
  - 3. Museum of Contemporary Art: Exhibit access
  - 4. Zhou B Studios: New place with galleries and a dance floor. 10K staffing price for some reason. Lower food and venue cost
  - 5. Chicago Children's Museum: Don't know catering costs, but they have a 20% discount. Exhibit access. Could be a concern over people leaving the venue, but it was fine in the past
- c. Charlotte (VP of Philanthropic Affairs)
  - i. Thinking of working with campus kitchens or special olympics. Campus kitchens has a limit of 10-15 people per session. Could pay towards supply
  - ii. Still working out the details
- d. Benjy (VP of Public Relations)
  - i. I see the website links have been updated, thanks!
  - ii. Will be uploading field day photos to drive/website
  - iii. Willard website?
- e. Mallory (VP of Financial Affairs)
  - i. Danielle and Nat - please get me the field day receipts ASAP
  - ii. Nancy - Thanks for following up with Marie about the accounts
  - iii. I won't be there for Sporcle so someone else will have to make sure that the W-9s get filled out
- f. Danielle and Nat (VP of Inter College Relations)
  - i. IM Updates- possibly one more forfeit, long story
  - ii. Field Day was a success woo
    - 1. Thanks for your help!
    - 2. May end up slightly over budget because facilities is absurdly expensive for minimal work
    - 3. We have quite a few extra bags- give out at another event?
    - 4. [Debrief](#)

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- iii. Now looking forward to bonfire
  - 1. <https://cityofevanston.wufoo.com/forms/bonfire-permit/>
- g. Peter (President)
  - i. Artfest - volunteers needed for set up, food guarding, Shannon volunteered
- h. Nancy (Advisor)
  - i. Please verify planned exec board coverage/availability to help ensure set-up/supervision for the Thurs., May 24 ArtFest event at Shepard B25 (& B20).
  - ii. Anticipate need to meet with full board on 5/29 and 6/5 as exec needs to be ready to provide proposed fall budget for formal (obtain president approval) and discuss/review fall formal options - so that the selected one can be confirmed with venue/date selected - and contracts obtained before finals week.
  - iii. Reminder: I will be out of town this weekend - through Monday (Memorial Day).
- 3. Discussion
  - a. Working groups
  - b. RCB UREC multimedia project- Just a Medill project

**End Time: 6:00**