

Date: Tuesday, 9/25/2018

Location: Plex Basement

RCB Executive Board Meeting

Start Time: 5:18

Members Absent: None

1. Review
 - a. Reading of the Minutes
2. Updates
 - a. Joseph (VP of Academic Affairs)
 - i. ResTalks? Or something else
 - ii. Will consider whether to do ResTalks again or come up with another event over the next week, not great attendance previously
 - iii. Don't have to stick to format of two days and 3 speakers a day
 - b. Shannon (VP of Social Affairs)
 - i. RCB FORMAL
 1. [\[Cost Breakdown\]](#): Full cost is currently around \$25,000, including a few estimates
 2. **Date & Time:** November 17, 8-11pm
 3. **Venue:** Museum of Contemporary Art Chicago (\$5200)
 4. **Catering:** MCA Catering (\$13,378)
 - a. Serving:
 - i. Domestic Cheese Display: Accompanied by Dried Fruit, Mixed Nuts, Fruit Preserves, Fresh Fruit & Breads
 - ii. Charcuterie Board: A Selection of Sliced Artisan Cured Meats, Pate, Vegetable Pickles, Mustardo, Olives & Artisan Breads
 - iii. Hummus Display (vegan): Lemon Dill Hummus & Smoked Red Pepper Hummus, Served with Grilled Pita, Carrots, Celery, & Marinated Cucumbers
 - iv. Soda
 - v. Water in pitchers
 5. **DJ:** Matrix Music & Entertainment (\$475)
 - a. We should send him a list of song requests before the date
 - b. Includes disco lighting, \$250 more for uplighting
 - c. Checking on references for the DJ

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6. **Photographer:** Student photographer chosen through application process (\$200)-Need to make sure they can take pictures in low light and in parties
 - a. How do we pay them?-Information is available through Norris on contracts
7. **Desserts:** Michael's catering (~\$1200)-Need to check on the drop-off, clean-up, and volume of the dessert
8. **Bussing:** University's Positive Connections (\$4400)-Will check on the price
9. Still need to figure out:
 - a. Wristbands- Will cost about \$15 most likely
 - b. Scavenger hunt-Would be a game with the art, will work with the venue on it
 - c. Photo booth?
- ii. Halloween event of some sort! One option is a trick or treating organized by Slivka
- c. Charlotte (VP of Philanthropic Affairs)
 - i. Looking at budget and seeing if there is room for another Fall event in addition to Turkey Taxi and Project Pumpkin
 - ii. May try to organize a volunteer at the Shedd event, may be \$400-\$500
 - iii. Going to look up potential reimbursement issues from Turkey Taxi last year, will check with Norris financial administration on turkey gift card. Was an event for Family Focus
 - iv. Each college may do a basket or multiple
- d. Benjy (VP of Public Relations)
 - i. Need to update the billing information to renew the domain on the RCB website by October 9 (\$20 for 1 year, \$34 for 2 years, \$75 for 5 years)
 - ii. Renewing Weebly service expires September 27 and cost \$90 for one year and \$120 for 2
 - iii. Will buy for 1 year and set up appointment to use debit card
 - iv. Poster for formal by the end of the weekend, need to get approval from venue
- e. Mallory (VP of Financial Affairs)
 - i. Sweatshirts are here... still need Bassel to pay

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- ii. Please provide me with your budgets ASAP, here's the link to last fall quarter's budgets if you need a template:
<https://docs.google.com/spreadsheets/d/1LT8z7t4IT0aOd7Wavp8P1D1HKIOEH5PqKEjVtd4LnCs/edit#gid=218626901>
- iii. I'll be pulling dues from the res colleges as soon as I can so that we can pay for the rest of formal
 - 1. Also need to work out ticket selling deadline because we'll need that money for the final payments as well
 - 2. I want to get the final venue payment sent soon
- iv. Will need to advertise soon to get money for contracts
- f. Danielle and Nat (VP of Inter College Relations)



- i. *Aww!!!*
- ii. IMs!!! - Ryan Coleman (IM Director) emailed me yesterday and asked to send the time slots we want to play in for Fall sports and the teams. By this Thursday... I'm trying to figure out the best way to pair teams. There's not enough time to ask IM chairs what time slots work best for them, so I'll just have to decide and then will call an IM chair meeting soon.
- iii. Once IMs get figured out, I'll start looking into events for this quarter

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- iv. IRC events- not all were met last quarter- I'd like to bring this up, but if there are no consequences for not meeting the 2 events... what makes them keep doing them? Will try to be aspirational toward the goal
 - g. Peter (President)
 - i. Fall quarter scheduling- No Fullboard this week, and will send out when2meet for the rest of the quarter:
<https://www.when2meet.com/?7132331-mwgZq>
 - ii. Goals for the quarter-Prepare for next meeting
 - iii. Fullboard this week?-No
 - h. Nancy (Advisor)
 - i. Welcome back to campus!
 - ii. Look forward to learning about Fall RCB event planning/ideas
 - iii. Will be distributing One Book calendar schedule
 - iv. For those of you who reside off-campus this year, a friendly reminder that the 2018-19 residential college non-resident membership form will be posted/available on the first day of class (online through Residential Services, under Students, select "get involved" link, go to "residential colleges" which will take you to the page for non-resident membership).
<https://www.northwestern.edu/living/index.html>
3. Discussion
- Next week's meeting will be Monday at 5:30, future meetings will be Tuesdays at 5

End Time: 6:30