

Date: 11/12/19

Location: Willard- Fran's

RCB Executive Board Meeting

Start Time: 6:08

Members Absent: Yasmine

1. Review
 - a. Reading of the Minutes
2. Executive and Advisor Updates
 - a. Jakob (VP of Academic Affairs)
 - i. Climate Change Panel
 1. Have potentially finalized panelists
 2. Likely date of event is during week 2 winter quarter (hopefully to be fixed by the end of the week)
 - a. Harris 107 is still available every day of that week
 - b. Maria (VP of Social Affairs)
 - i. Busing
 1. Eleanor and I will be taking the intercampus bus to arrive at the venue early.
 2. Jenna and Sophia, along with four RAs, will be stationed on North Campus to help with busing on North. Jenna will be the bus captain for one bus, Sophia will be the captain for another, and the RAs will split up between the final two buses. The RA buses will leave first, and Jenna's will leave last.
 3. The rest will be stationed on South Campus. Again, each exec member will be the RM for one bus and the RAs will split up amongst the other buses.
 4. There will be one Master List of all the names of each student attending at each bus location. If a student does not have a wristband, then they must check-in with you on the list. If their name is not on the list and they do not have a wristband, they will not be allowed to board the bus.
 5. Make sure all attendees are WEARING their wristbands.
 6. Each bus will have a piece of paper (that I will provide) that tells if that bus is going "NORTH" or "SOUTH."
 - ii. Bus Captains/RMs
 1. As well as being bus captains and ensuring safe travels to and from the venue, you all will also be taking on the traditional role of a risk management officer.
 - a. Those of you involved in Greek life are familiar with the term "RM."

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2. As RM, you will need to not only assist attendees if they have questions and make sure things run smoothly, but also be on the lookout for any belligerent guests.
 - a. As you all know, this is an alcohol-free event, and we expect our guests to maintain that. If someone appears to be under the influence of drugs or alcohol, you cannot let them on the bus. If we are at the event, if any guest appears to be under the influence or belligerent, you must come get me so I can take care of the situation.
3. I would like all of you to be stationed throughout the event--not all exec members should be congregated in one space. Please mill around and keep an eye out the whole time.
4. Lastly, I would like a way for us to be identified. Something I thought of was buying wristbands through Amazon that will identify us.
 - a. https://www.amazon.com/WILLBOND-Sweatbands-Wristbands-Football-Basketball/dp/B07QFK2YMF/ref=sr_1_1?dclid=1&dd=aId935QjQjqdbEns0nGiig%2C%2C&keywords=wristsweatbands&qid=1573594846&refinements=p_90%3A8308921011%2Cp_85%3A2470955011&rnid=2470954011&rps=1&sr=8-1&th=1
 - b. If we get these through Prime, we can get them here in time for the event. However, I've been kicked off my family's prime account for the Christmas season (thanks, Mom), so I cannot buy them. Someone else with Prime would have to.
- iii. Other logistics:
 1. Elevators:
 - a. To get to the venue (which is on the seventh floor of Watertower Place), we have two options: take the two public elevators up or take the escalators up. When you get off the bus, direct your bus of attendees up to the elevators. If the elevators get full, direct the rest to go up the escalators. The buses should be staggered, but most will probably have to go up the stairs. Make sure you are keeping an eye out for patrons of the mall who will undoubtedly be a little upset with our large event.
 2. Getting into Watertower:
 - a. Oftentimes, Watertower place requires people under the age of 18 to show ID to be there in the evening. I will be calling Watertower place tomorrow to allow them to know that this event is occurring and that everyone who is wearing a blue and red striped wristband is part of our

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event. If I cannot contact them, Eleanor and I will talk to the security once we get there.

i. Phone number: +1-312-440-3580 (for Maria)

3. Coat Room:

a. There is a self-service coat room. I will be directing people to the coat room when they arrive.

4. Guest List:

a. We currently have 466 people attending this formal. That is A LOT of people to keep track of. For this reason, I will be ensuring that the presidents have updated the formal spreadsheet.

i. Send president email tonight to make sure they know to put everyone's name on the list by TOMORROW at MIDNIGHT.

iv. Last notes:

1. I have your wristbands!--this is a lie I don't want y'all to wear wristbands

2. PLEASE put my number in your phone if you haven't already: 330-814-5726. If ANYTHING happens at formal, you should IMMEDIATELY contact me!

v. Add to email

1. Bus location pickup

2. https://www.facebook.com/pg/NorthwesternRCB/photos/?tab=album&album_id=2057166377709566

vi. To do

1. Send email to pres's saying stop selling tickets by tomorrow night and add last name, add guest full names

2. Organize list alphabetically

3. Find out whether bus goes back north and can drop north RAs back

4. Add to email that we are wearing wristbands/glowsticks

c. Sophia (VP of Philanthropic Affairs)

i. nothing

d. Danielle (VP of Public Relations)

i. Nada

e. Charlotte (VP of Financial Affairs)

i. Tip - 20%?

f. Yasmine and Jenna (VP of Inter College Relations)

i. Nothing right now!

g. Eleanor (President)

i. Elections catering:

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1. The current proposal from Compass is \$603.96 (for continental breakfast and gluten free option for three weeks)
2. Past years' budget was \$520 in 2017 (catering order), \$500 in 2016/2017 (according to the budget spreadsheets - can't find confirmation of either catering order), but it looks like only two of the three planned elections were catered. Does our budget allow for this increase, or should we continue to only cater two of the elections?
 - h. Nancy (Advisor)
 - i. Brad will be attending 12/6 meeting; would be helpful if we fill him in on what we'd like him to discuss. Ask presidents for input.
3. Discussion
 - a. Demarcation of exec members for easy identification- lime green sweatbands. Yay...

End Time: 6:48