

Date: April 18, 2019
Location: RCB Office

RCB Executive Board Meeting

Start Time: 6:01

Members Absent: Jenna, Maria

1. Review
 - a. Reading of the Minutes
2. Executive and Advisor Updates
 - a. Jakob (VP of Academic Affairs)
 - i. Quiz Bowl was a huge success, thank you Danielle and Eleanor for helping to moderate
 - ii. Sweatshirts (They contacted me and offered 15% off after I got quotes):
 1. Name on back would cost an additional \$5
 2. Add colours you like to the subsections of each type of sweatshirt
 - a. <https://undergroundshirts.com/collections/sweatshirts-crew/products/gildan-lightweight-crew-neck-sweatshirt> - \$23.65
 - i. Antique Sapphire
 - ii. Carolina Blue
 - iii. Kiwi
 - iv. Dark Heather
 - b. <https://undergroundshirts.com/collections/sweatshirts-crew/products/jerzees-nublend-8-oz-crewneck-sweatshirt> - \$22.37
 - i. Oxford
 - ii. Vintage Heather Navy
 - iii. Maroon
 - c. <https://undergroundshirts.com/collections/sweatshirts-quarter-zip/products/augusta-attain-quarter-zip-pullover> - \$25.24
 - i. Dark Green
 - ii. Columbia Blue
 - iii. Maroon
 - iv. Navy
 - iii. Have not had a chance to contact faculty chairs, but will do so soon
 - b. Maria (VP of Social Affairs)

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- i. I talked with the Office of Undergraduate Research, and they would love to plan an event with us! Is there a day that would work? I'm hoping for a weekday, not during a midterm week.
 1. Nancy suggests Shepard, Willard, 560 Lincoln for location reservations
 2. Midterms happen during a few weeks, so might be hard to work around- Maybe later in a week if midterms are Monday/Tuesday and bio quizzes are Wednesdays, so maybe a Thursday
 3. Suggest to wait until May for sufficient planning
- ii. May 24th for RCBonfire: it's Memorial Day weekend, so people won't be as busy/worried about homework.
 1. Make sure to book the Lakefill ASAP and get a fire permit
- iii. Formal Update:
 1. Heard back from Adler, Peggy Notebart, Children's, and Shedd
 - a. Children's can't do our weekend
 - b. Notebart said that their South Room only held 220, but I asked for the whole museum...?
 - c. No one gave me a food estimate, even though I asked
 2. Justin Barbin should be available that weekend for photos!
 3. Food is always the expensive part. Jenna suggested that if we do a location (i.e. the Shedd Aquarium) we could call some food trucks and ask them to park outside during the event. We could give people a food voucher for the trucks (or something of the like) and not have catering. It was just a suggestion, but it is something I could look into to save money.
 - a. Jenna-- the company I work for has done this for a number of their grand openings and it has been a huge hit. Also provides good variety of options for picky eaters, food allergies and restrictions, etc
 - b. *Good idea, might be risky based on weather in the fall. Maybe compare prices for food trucks to catering to see if there is a significant difference; also check on venue's accepting of other food services*
- c. Sophia (VP of Philanthropic Affairs)
 - i. Clean Up Evanston Update

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1. Weather not looking good so I'm going to monitor it. If it's super bad storms then the event will have to be cancelled :(
- ii. RCB Penny Wars: tentatively planning to set up tables on 5/1 and 5/8 (both Wednesdays) from 11:30-3:30PM. One day the tables will be South campus (Willard?) and the other day will be North (Slivka)
 - a. Eleanor/Jakob/Yasmine wednesdays not good, Danielle free until 1PM, Charlotte after 1PM, Sophia Wednesdays best weekday
 - b. Will modify the dates if not enough people can sign up for the dates. Asking Presidents/Philo people to sign up this Friday/Saturday
2. Will need volunteers who can stay for 1hr long shifts
<https://docs.google.com/spreadsheets/d/15OLb2ymaPRW0bCtKxU5Dmie4LfKzeH3CEm2vZEC2GO8/edit?usp=sharing>
3. @Jenna/Yasmine is it too late to order a trophy for Penny Wars? I would like to include it with Field Day points
 - a. Ordered!
- d. Danielle (VP of Public Relations)
 - i. Met with PR chairs
 - ii. Meeting with tech chairs Friday
 1. Website competition rubric:
https://docs.google.com/spreadsheets/d/1zix78Qc1SaAc-Prcc14nRtHlgFI5euP0L_9xZAS7ZjY/edit#gid=497480730
 - a. Everything good or does anything look unnecessary?
 - b. After seeing this, any suggestions on how long they should have?
 2. Are these the appropriate initiatives? The link on the rubric is broken:
<https://www.northwestern.edu/living/housing-options/undergrad-housing/orai/>
 - iii. Wildcat Days Fair went really well! Lots of interested students
 - iv. Archiving event: I've informed the archivists and am currently collecting RSVPs
- e. Charlotte (VP of Financial Affairs)
 - i. Tax Exempt forms
 - 1.

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- ii. Talk to presidents about pulling dues tomorrow
- f. Yasmine and Jenna (VP of Inter College Relations)
 - i. I am currently in contact with The Fun Ones
 - ii. Go over swag options that we like
 - <https://docs.google.com/spreadsheets/d/14tD9CCgB9DEwk--ryfJqPNWY YHqx3JlBkjO11xMo-nA/edit?usp=sharing>
 - 1. Best to have swag that has lasting utility
 - a. Probably no to sunglasses and bubbles, everyone kind of has the cardholders already
 - b. Like drawstring bags, keychains
 - c. Duck keychains???
 - i. <https://www.identity-links.com/stress-relievers/rubber-ducks/rubber-duck-keychains/duck-keychain>
 - 2. Does RCB have a color? Not really
 - a. Nancy suggests coordinating between swag and shirt colors
 - iii. RCB logo- use sun
 - iv. Danielle-- promotional field day material? On it
 - v. Trophies have been ordered and should arrive sometime next week
 - vi. The water cooler is going to cost \$250 to rent for field day-- is it worth it?
 - 1. Leaning yes
- g. Eleanor (President)
 - i. Promoting National Residence Hall Honorary's Of The Month (OTM) program at fullboard tomorrow
 - ii. RCBonding went well! Another one sometime in the future (but not until after the Blast show)
 - 1. April 26, 9:30pm
- h. Nancy (Advisor)
 - i. **Question about proposed date(s) for Fall Formal** - at last week's meeting there were four date options. Please inform us about why only one date is noted above.
 - ii. **Schedule conflict (Thurs., May 2)** - a dear colleague from another Chicago institution is hosting a ten-year anniversary event for an initiative she began named the International Voices Project. I want to support her at this event. However, it will be held on Thurs., May 2 and conflicts with this meeting. I'm willing to arrange another time to meet with any of you

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who need to meet with me that week prior to the full board meeting. Let me know.

- iii. I have been asked to provide University Archivists with anticipated [attendance for 4/23](#) (this Friday) as they are finalizing presentation materials and ordering pizza. Thanks to Danielle for her outreach and organization. I look forward to that update.
- iv. [Field Day prep question to Yasmine and Jenna](#) - have either of you contacted Facilities Management re: estimate/secure FM crew for electrical set-up for Lake-fill/inflatables, etc?
- v. Nancy has sent info for end of year reception to old exec- if you were not on exec last year, please contact your res college's staff to ask to be sent with their list rather than RCB's.

3. Discussion

- a. Jakob - Narrow down sweatshirt choices to 5ish colour/type options for fullboard tomorrow?

End Time: 7:01