

Date: 4/4/2019`

Location: Plex Basement

RCB Executive Board Meeting

Start Time: 6:03

Members Absent:

1. Review
 - a. Reading of the Minutes
2. Executive and Advisor Updates
 - a. Jakob (VP of Academic Affairs)
 - i. RCB Quiz Bowl April 14
 1. 1:00 PM,
 2. Rooms Reserved (12:30-4:00)
 - a. Tech LR4 (tournament central)
 - b. Tech M120
 - c. Tech M128
 - d. Tech L168
 - e. Tech A110
 3. Currently 6(?) teams registered including two teams who have yet to confirm they're still interested after signing up for the postponed event
 - a. Hoping to get 8 teams at least, though more than 8 make tournament structure more difficult.
 4. Does anyone have ideas for prizes? I was thinking portable chargers or something, but need suggestions
 5. Will need volunteers (assuming I run one match per round, I'll need three additional moderators and potential scorekeepers)
 - a. Will ask at Fullboard
 - b. Nancy, if I can't get anyone to moderate, is it possible for me to recruit from Evanston Township High School's Quiz Bowl team in return for some kind of physical compensation (not money, but some kind of gift)?
 6. <https://www.facebook.com/events/561758954318133/> Facebook event
 - ii. Sweatshirts for Fullboard
 1. I'll try and get an estimate from Underground Printing on different kinds of apparel for Fullboard, but are there any preferences?

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- a. Probably try for crewnecks or hoodies (cheaper than quarter-zips)
2. In terms of timing, should I be looking to get the apparel ordered and received before the end of the quarter, or should we have it for the fall
 - a. Ask presidents, but shoot for spring
- iii. Will contact faculty chairs soon to try and get started on planning an academic event featuring discussion between two faculty chairs soon
- iv. Looking to do competitive puzzle event later this quarter, though I won't have specifics for a while
- b. Maria (VP of Social Affairs)
 - i. Thinking about a 4/20 party, but a lot of the res colleges may be doing their own?
 - ii. Started talking to all the social chairs, and they seem super duper excited!
 - iii. RCB Chopped Challenge?
 - iv. RCBonfire
 - v. Any social ideas that you guys would want to see?
 - vi. FORMAL!!!! Working on locations now.
 1. Fancier location and more expensive tickets OR less fancy location and cheaper tickets?
- c. Sophia (VP of Philanthropic Affairs)
 - i. Clean Up Evanston Saturday, 4/27 from 9-11AM at Canal Shore Golf Course (in honor of Earth Day/Arbor Day/helping Evanston) ~10-20 people is my goal
 1. Address: 1030 Central St, Evanston, IL 60201 but probably meeting on campus and walking over together
 2. I've contacted an Environmental Service Coordinator who works for the city of Evanston and he's communicated to the golf course about our larger group.
 3. I need to make a FB event that I will send out around April 11 to all the Presidents + Philo people [does anyone know how to design a FB cover/banner thing?] [I'll email Danielle with all the information]
 - ii. Other spring quarter stuff: Penny Wars in early May + Relay for Life mid May
 1. Will reach out to Presidents/Philo about fundraising at the next two/three full boards

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- d. Danielle (VP of Public Relations)
 - i. Listservs and website rosters are up to date- let me know if you ever need anyone added/removed
 - ii. Activities fair April 15 and 22 from 4-5 with check in at 3:45. Who can be at one or both to talk to incoming students about res college opportunities?
 - 1. 15th
 - a. Danielle
 - b. Eleanor
 - c. Jenna
 - d. Jakob
 - 2. 22th
 - a. Danielle
 - b. Jenna
 - c. Jakob
 - iii. Will have the website competition coming up soon; more details next week
 - iv. Will be meeting with PR and tech chairs soon
 - v. Whenever you have events planned, just let me know and I'll make you a poster and Facebook event and banner! :) (@charlotte, not urgent, but whenever you can, can you let me know what you need for me to get reimbursed for printing and is it easier to wait until I have > \$30?)
 - 1. Make Arbor day event for publication April 11
- e. Charlotte (VP of Financial Affairs)
 - i. Fill out your budgets!!
 - <https://docs.google.com/spreadsheets/d/150ka0w5Qzw1CxfIJCgYBPVnLUm0eEhYwmJebVbZKLSA/edit#gid=566314267>
 - 1. Last year's spring quarter budget for your reference:
https://docs.google.com/spreadsheets/d/11NBrcIQu76C_11OqBcd_uIU1tR1dDWGHsKPhZ44rG_o/edit#gid=1360140806
 - 2. Fill them out by **next Tuesday**
 - ii. Will set up a meeting with treasurers soon
 - iii. Debit card guide/info for future reference:
<https://www.northwestern.edu/norris/services/cashiers-office/cashier-forms/index.html>
- f. Yasmine and Jenna (VP of Inter College Relations)

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- i. So many things happening wow
- ii. Field Day
 - 1. Date: May 18th (Backup dates: May 25/26)
 - 2. Our ideas on how to replace human foosball
 - 3. Budget proposal overview
 - 4. Will finalize events and have Fun Ones (inflatables) contract by the end of next week
- iii. IMs
 - 1. Having an IM chair meeting tomorrow!
 - 2. Teams -
 - a. CCI/Willard/Chapin/ISRC
 - b. CRC/Slivka/PARC
 - c. CCS/Shepard/Hobart
- iv. @Maria - can you remind social chairs that they should start thinking about intercollege events? (Requirement: 2 per quarter)
- g. Eleanor (President)
 - i. In contact with Helicon about Artfest
 - ii. New Officers Conference
 - 1. As far as I know, last exec did not officially choose the prizes for the drawing. \$300 budget approved for this purpose. Suggestions for gift cards to get? Andy's, Insomnia Cookies, Panera, Starbucks, Kung Fu Tea
 - 2. Also who wants to purchase them?
 - iii. A note about gift cards, don't buy them from now on please
 - iv. Retreat: if you can't attend, please be sure to fill out the agenda by tomorrow at 3 pm with a brief intro, your plans for the quarter, and your goals!
 - v. Exec expectations
 - 1. Please respond to emails/communications within 24 hours
 - 2. Support your fellow VPs by attending their events, too!
 - 3. Stay in touch with your counterparts in the individual RCs
 - 4. Ask for help if you need it
 - 5. Best way to reach out to each other individually? Email, groupme, slack? (All official communications will be through the listserv, of course)
 - 6. Any other suggestions?

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- vi. Finally, social event for exec and presidents (probably s'mores and game night, but I'm open to other ideas)! Next weekend?
 - 1. Friday after Fullboard? Dinner first! Then reconvene!
 - h. Nancy (Advisor)
 - i. My life and yours)
 - ii. As advisor to RCB, my goal is to be a reliable resource for the executive board, help advise you with your organizational initiatives, and help ensure your efforts also are in compliance with NU policies and practices.
 - iii. My Spring Qtr event commitments include six cross-RC events:
Fri., 4/12 to Sweat, Goodman Theatre (5:30-10:30); Tues., 4/30 Fellow New Book event/reception (4:30-6pm); Sat., 5/4 (11:30am-4:30pm), Lincoln Park Zoo trip; Mon., 5/6, NU night at Wrigley (5:30-10:30), Fri., 5/10 (5:30-10:00 pm), pre-show reception and group to Waa-Mu production of For the Record!; TBD a Sunday 12:45-4:10 pm, CTA charter with Prof. Binford-pending feedback from CTA Rail Ops (on hold 4/28, 5/5 or 5/19).
 - iv. EVERYONE - before you leave meeting today - try your Wildcard to ensure it opens/unlocks the office door.
3. Discussion
- a. Archiving kick off meeting on April 23
 - b. Retreat snacks

End Time: 7:02