

STUDENT BAR ASSOCIATION MINUTES

April 7, 2017

The SBA President Joye called the Executive Board meeting to order at 10:05AM.

ROLL CALL:

All members of the Executive Board were present.

Treasurer Ellis was not present. Quorum was met.

AMENDMENTS TO THE PREVIOUS MINUTES:

- There were none.

PRESIDENT'S REPORT:

President Joye moves to waive Robert's Rules for the duration of the meeting by unanimous consent. Approved.

President Joye presents on Committee Formation dates.

- Committee Structure
 - Committees will be formed at the Board of Governors meeting.
 - Each committee will then present on their goals/charter/updates at the BOG meetings.
- Committee Heads
 - Heads will be appointed to each committee and then committee will be given goals and wide discretion to achieve their goals.

Committee Procedure

- Discuss the purpose of the Committees
- Discuss Committee Charter
 - Secy. Gregory will keep track of the committee goals.
 - Each committee will assemble a charter with members and goals and send this to Gregory.
- Committee Action Steps/Goals

Agenda for Meeting- Tuesday at 6:30PM (Business Casual)

- Introductions
- Committee Actions Plans
- Overview of Roberts Rules

COMMITTEE REPORT:

Parliamentarian Moreno gives his report.

- The revote has to be counted and the Board of Governors will be complete.
-

Communications Officer Badida gives his report.

Graphic Designer

- CO Badida presents graphic designer's portfolios to hire a designer for SBA's logo, letterhead, etc.
- CO Badida will also find out if the Administration has a working relationship with printer in Gainesville. Badida will meet with Whitney to talk about the printing.
- The Board voted to use Linda as our graphic designer for \$300.
 - What do we want on the logo?
 - Gator, Student Bar Association (spelled out),
 - Scales of Justice? A lot of organizations use this
 - Recognizable, iconic, classy
 - Levin College of Law

Website Development

- CO Badida presents on website development. CO suggests that we build our website around our objectives.
- CO Badida suggests that we can self-build the website. CO can create the website so that future generations of SBA can modify the website. He can create it because web developers can be very expensive (1000s of dollars).
 - Website needs to be bug-free, mobile accessible.
- CO Badida presents 4 website options: all four options have the capability to upload documents.
 - CO suggests a blog-feed on the website to have weekly updates from SBA.
- The Board agrees to have a website developed by ILSP.

Treasurer Ellis presents his report.

- Gators Give Back
 - Venmo will not be available for the Gators Give Back. Venmo is contingent upon the creation of a tax ID. This will be feasible in the future.
- Budget (line-item from Dean Inman's discretionary fund)
 - Dean Inman approved the emergency budget for:
 - Finals Coffee (2x at library)
 - Food for the BOG meeting
 - Logo design
 - Website
- Allocations Committee
 - The committee will have to come up with a funding procedure for Student Organizations to navigate the four sources of funding. SBA will have \$6,600 to allocate.
 - There is the F-Account, L-Account, SG-Account, and the SBA money.
 - The Committee's job will SOLELY be to approve requests. The Student Org will have to go to Student Affairs to file the paper work and disburse the money.
- Operations Budget
 - How will we determine the internal budgets? (Socials, administrative costs)
 - This will be determined by the Finance Committee and the By-Laws Committee.
- Process

- Line-Item process. We will have to take all of our purchase orders and invoices to the Administration and they will write a check.
- Reimbursement: Any SBA member can use their personal card and then get reimbursed by the Admin.
- Purchase Card: In special situations, we will have access to a temporary purchase card.
- Dean Inman will email us the balance of our budget when we request it.

Budget

\$300.00 – *Operations Expense for Logo/ Letterhead Graphic Design*

\$500.00 – *Social Expense for Final Exam Student Support: Coffee, Donuts, etc TWICE for students during the final exam period.*

\$150.00 – *Food Expense for the 1st Joint Board of Governors- Executive Board Meeting*

\$60.00 – *Operations Expense for messaging/ polling system ***

\$1,010.00 – TOTAL

Senator Watson gives a report on the GIN Communication system.

- Comprehensive messaging system with email, texts, etc. There is no limit on groups or on members in the groups.
- BUT... we would have to solicit registrations for mass communications.
- It's \$58.33 per month for unlimited users. Senator Watson will send this to Treasurer Ellis.

Secy Gregory will compose an email to alert the BOG to the informal meeting to Monday and the formal meeting on Wednesday.

President moves to reinstate Robert's Rules for the duration of the meeting by unanimous consent. Approved.

MEETING ADJOURNED:

Meeting Adjourned at 12PM.