UVSP Meeting Minutes

**Call to order**

* Call to order at 6:10PM

**Opening Remarks**

* Territory Acknowledgement
* Check in! ☺

**Attendees**

* Kristen Olson, Brooklyn Glass, John Kang, Josh Hornak, Kaia Hill, Sydney Hoffman, Catie Waters, Nicole Cymerys

**New Business**

* Minutes from October 30th meeting
	+ Could not find the minutes for this meeting
* Password cheat sheet on Google docs
	+ Cole sent cheat sheet to the group chat
	+ Sydney to add weebly account and password to the google docs
* Garden Plot
	+ Has not been used to this point this year
	+ Long waitlist for other people to have a garden plot
	+ Ask the general UVSP to see if anyone is particularly keen in taking it on
		- If not, we will return the plot to the Campus Community Garden
* Flash Drive for all UVSP documents
	+ Get for the end of the month in case we get a new coordinator

**Ongoing Projects**

* Josh to recap his meeting with Sabrina
	+ Took care of the SPUD issue
	+ Lock box in the office
		- Nicole to take the money out of the lock box and put the money in the envelope
			* Josh to ask about how to redeposit this money in the UVSP account
			* Make a sign for the door for people to deposit payments for SPUD
			* Josh to make a sign describing the process for placing orders and making payment for SPUD by the end of this upcoming weekend
* Spud Orders this week
	+ Brooklyn to work on sending out a weekly reminder to the previous people who have ordered SPUD reminding people when orders and payments are due
		- Find emails for SPUD orders
	+ Order boxes for SPUD box winners from the beginning of the year
	+ Future payment options
		- Form with cash or cheque
		- Online payment via credit card
			* Make the payment option online the way it is currently being done for the mugs
	+ List of students that signed up at the event
		- Email these people about ordering boxes for this week
		- 3 SPUD boxes for directors + # of winners from club day + Josh’s roommate
	+ Last SPUD order week of the year
* Take down the payment for mugs on the website
* Square
	+ Currently set to Devon’s account
	+ Ask Sabrina to get the account transferred to our account
* Training
	+ Making sure the people leaving pass on everything they know
	+ Could take place in January because Kaia and Josh will still be here

*Programs and Events*

* + UVERT
		- Meeting this Friday at 12:30
		- Brooklyn and Nicole to meet with them and Selina (from the Sustainability LLC)
	+ Spud
	+ Movie Nights
	+ Change the Cup Campaign
		- Consider the effects of Starbucks potentially opening up on campus
		- Continue to raise awareness
		- Focus more on policy change

*Roles*

* + New board officers
		- Kaia resigns as Chair of the UVSP
		- Motion for Brooklyn to be chair of the UVSP
			* Motion passed with 7 board of directors voting for Brooklyn to be Chair
		- Cole and Ellie to be social media coordinators for next semester
		- Sydney and Nicole continue as co-secretaries for next semester
		- Josh to continue to be treasurer until the end of February
		- Kaia will continue to be on the board of directors until she leaves in March
	+ New signing authorities
		- Brooklyn to become a signing authority before Kaia leaves
	+ Communications officer
		- Hire communications officer next semester
		- Catie to take on the hiring process for the communications officer
			* Catie, Brooklyn and another board member
			* Catie to email Sabrina about next steps in the process
			* Post job posting in first week of January
* Will have to consider new meeting time for next semester depending on everyone’s course schedules
	+ Doodle poll to be posted to group to vote on availability
* Second semester club days (January 9th and 10th (10:00am – 4:00pm))
	+ Doodle poll to be posted for shift schedule
	+ Sign up for a table during club day
		- Through the UVSS
		- Talk to Isabella (the director of student affairs)
		- Sign up for emails sheet
		- SPUD promo
			* Offer SPUD box giveaway
* Catie to book rooms for meetings next semester based on doodle poll results

**Adjournment**

* Meeting adjourned at 7:14pm