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