I. General Assembly Initiative
   a. Discussed Promotion and dress for the event
   b. Decided not to change topics for the event

II. Meal Plan
   a. Everyone has completed research – Joshua did not receive Franklin’s
   b. Will set meeting with Lenore before the end of the semester to review things and discuss next steps

III. Organization of the Game
   a. Went over application and made changes
   b. Discussed requirements and promotion

IV. Organizations selling concessions at the game
   a. Went over application and made changes
   b. Discussed requirements and promotion

V. Spirit Basketball Game
   a. Talked about ideas
      i. Essentially a “homecoming” game for the Basketball season
      ii. Collaborate with SAA and ask Spotlight for funding

VI. Student Org Resource Guide
   a. Went over example from Chatham University
   b. Divided Parts for each member
      i. Offices/Councils – Bri’a
         1. Find the name of each office or council
         2. Who’s in charge of the office/council?
            a. Contact information for council and who’s in charge
      ii. Recognition/Standing – Luis
         1. What are the requirements for an org to be in good standing?
         2. How do you start an organization?
      iii. Award Recognition – Wanying
         1. What are the Royal Flame Awards and what are the categories?
         2. What do you have to do to receive each?
      iv. Event Planning – Sai and Ariana
         1. How to reserve a space? (Sai)
         2. Audio & Visual Support/Equipment (Sai)
            a. What type of equipment is available for student organizations to rent?
            b. Where can they rent it?
c. Does the Student Center offer Audio/Visual Support for events?

3. Security (Ariana)
   a. When is security required for an event?
   b. How do I request Security at an event?

4. Payment (Ariana)
   a. Speedtype
      i. What is speedtype and how do I use it?
      ii. What can speedtype purchase?
   b. Vendors
      i. How do I use/pay outside vendors for my event?
      ii. List of acceptable vendors to use for an event
   c. Other Dealers
      i. How to pay other people/businesses for work

1. Do I need a contract?
2. Invoice/Speedtype Procedures

5. Plaza – Jonathan
   a. What plazas are available to be reserved?
   b. How to reserve each

6. Funding – Ari
   a. What are the different sources of funding on campus
   b. Requirements for each (Summary)
   c. Applying for a budget for next year
      i. What if I started my organization in the middle of the year and have no money?

7. Transportation – Dominick
   a. How to reserve/use a chartered bus?
      i. Payment?
   b. Van Rental
      i. When is it appropriate for an organization to rent a van for use?
      ii. Requirements?
      iii. Payment?
   v. Due on November 29th.

Adjournment: 6:32 PM