



STUDENT GOVERNMENT ASSOCIATION

Pace University - New York City Campus
41 Park Row, Room 912 | @pacenycsga | pacesnycga@gmail.com

Meeting Minutes
Tuesday September 23, 2014

I. Call to Order — Executive President Emilie

- a. Roll Call — Secretary Amanda Moccia
- b. Ice Breaker

II. Officer Reports

a. Executive President Emilie

i. Vacancy/Appointments

- The following positions are vacant: **Sophomore Vice-President, Junior Vice-President, Senior Vice-President, Seidenberg President and Vice President.** Any eligible students in mind please e-mail a bio and resume to PaceNYCSGA@gmail.com. Interviews will be held and appointment decisions will be made soon.

ii. Weekly Reports/Binders

- Senate binders are located on a shelf in the SGA office at 41 Park Row, 9th floor. Each week, Senate members are **required** to write-up a basic weekly report based on any meetings, inquires, events, etc. he or she has worked on over the previous week. Binders may contain helpful documents and forms from prior semesters to get a better sense of what to enclose in each binder. Please be organized.

iii. Marketing

- SGA has created an Instagram: @PaceNYCSGA. Follow to get updates on meetings, events, the Senate, E-board and to generally see all the fun we are having. Spread the word! Twitter and Facebook to follow.

b. Executive Vice President Jon

i. Office hours

- If you have not done so already, send your **two available office hours** to Jonathan at jd59447n@pace.edu ASAP. When arriving at each office hour, check-in with SDACA on the 8th floor of 41 Park Row to sign-in. A SDACA associate will then open the door of the SGA office located on the 9th floor. When leaving office hour, sign-out on the 8th floor to retrieve your school ID and sign-out.
-Additional Office hour sign-in located in SGA office to follow.
-Lubin School President and Vice President Office hour sign-in located in Lubin office to follow.

ii. Webinars

- It is now **mandatory** for all Senate members to complete Webinar training (4 videos and 4 quizzes- score over 90.) To access webinars, log onto your Blackboard account (blackboard.pace.edu), locate the Community tab at the top of the website, select NYC Student Leader and pinpoint “content.” Webinar Instructions are clarified under the “content” tab. You can complete the quiz as many times as you would like in order to receive the best score if necessary. These videos/quizzes are useful and will remain as guidance to any inquires pertaining to each topic such as outline, process and deadlines.

c. Executive Secretary Amanda

iii. Vision Worksheet

- The Vision Worksheet from the UFO Retreat is attached to this e-mail. Please fill-out and bring to next meeting. We will continue to discussion the questions involved.



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iv. Business Cards

- Business cards were designed and created for SGA senate members. The design was passed around to all during the 9/23 meeting. If you would like to see the design once more, e-mail PaceNYCSGA@gmail.com. The order was placed and each Senate Member will receive their cards in the next two weeks.
- d. Executive Parliamentarian Carlos

v. Agenda

- If any Senate member would like to discuss material, event or current project at an SGA General Meeting, please e-mail Carlos cf22985n@pace.edu on the Sunday (earlier than 9pm) before the meeting in order to be included in the Agenda.
- e. Executive Treasurer Claudia

vi. Updates

- SGA has an annual budget of \$10,000 for this year. Each class receives \$500 for event (seniors receive \$1,000 budget due to several events towards end.) Detailed budget form from Claudia to follow.

III. Announcements

- A. Next meeting: Tuesday, September 30th, 3:30-4:30, location TBA
- A. Committee meetings next week
- B. Eat and Greet- President and Provost
- A. Monday, October 6 12:10pm – 1:10pm
- C. Master Calendar
- A. Dates TBA
- D. Create Individual Bio for the “Meet the Officers” tab on pacenycsga.webs.com

IV. Open Forum

- A. Questions/Comments/Concerns?

VI. Adjournment

Attachments: Vision Sheet