

- 1) Updates/Reports
 - a) Cultural Chair
 - i) Interest in food-based events beyond Tea/Cookies
 - ii) Collaborative Gingerbread House making during Finals
 - b) Financial Chair
 - i) Reimbursement Forms for Arabic and Russian
 - ii) Spending for Open House
 - (1) Send Richard amount
 - iii) Approve money for kitchen-cleaning money (Approved)
 - c) Communications/Webmaster
 - i) Committe/Submissions
 - ii) Submission: Calligraphy Night pics (Chinese)
 - iii) Newsletter finished
 - (1) Culture
 - (2) Food
 - (3) Resident-Writing - hoping for more submissions in the future
- 2) Review Constitution
 - a) Objectives and Parts of Government
 - b) Committees
 - i) Make possible revisions in Constitution
 - ii) Allocate power to chairpersons to create committees
 - iii) Talk to Luke about Kitchen Committee
 - c) Chairperson Duties
 - i) Reports at Bi-weekly Meetings
 - d) Government Functions
 - i) Post minutes to Shea Website
 - e) House Finances
- 3) Questions/Concerns
 - a) Get Cheyenne and Kim access to the website
 - i) Learn HTML Code
 - ii) Revisit Shea House Government location on the Shea website