

## 1) Update/Reports

### a) Constitution Review

#### i) Which parts stuck out to you?

(1) Richard will take care of constitutional language for amendment

(2) P-CARD versus reimbursement form:

(a) Richard: Should use P-card for amount over \$150

(b) Tomoko: Can communicate with LA to know when to use P-CARD → bring up \$150 first thing at tomorrow's LA meeting

### b) Cultural Chair (Anna)

i) Have an event to promote shea house applications - open house, shea house tour, see a bedroom/bathroom

#### ii) Upcoming events: tea event

(1) \$30-\$40 budget

(2) Currently buying tea for each country. The amount will be more than enough and the tea can be preserved

(3) Dessert: sunflower seeds for China floor. Many of the language desserts cannot be purchased here so the rest will be cookies.

(4) Will have event within the next two weeks

iii) Tomoko's idea about news around the world. See original language and compare to how it is explained in English. Start with LAs and something simple with a laptop.

### c) Financial Chair (Richard)

### d) Communications/Webmaster (Cheyenne and Kim)

i) Access to website?

ii) Design flyer to advertise Shea to new residents/post on website

iii) Newsletter:

(1) Have residents' translation of author's work

(2) Add translation of foreign language to website

### e) Language Assistant

i) Mention news around the world idea.

ii) Discuss P-CARD and \$150

iii) Look at Shea advertisement and make final changes

## 2) Reservation Policy

### a) Current Reservation Policy

i) Classroom

ii) Dining Room

### b) Ideas for Changing

i) Delegate responsibility to Housing (Samantha)

ii) Require CIOs to have a Shea resident/LA sponsor the event

iii) **Draft liability forms for CIO's to sign - word it go to Shea instead of housing**

## 3) Questions/Concerns?