

- 1) Update/Reports
 - a) Language Chair (Shan)
 - i) LAs agree on \$150 minimum for using P-Card
 - ii) News Around the World
 - iii) Feedback about Shea Newsletter
 - iv) Attendance at dinner/Language Corners
 - b) Communication Chair / Webmaster (Cheyenne / Kim)
 - i) Shea Application Flyer
 - ii) November Newsletter
 - c) Financial Chair (Richard)
 - d) Cultural Chair (Anna)
 - i) Tea and Cookies?
 - ii) News Around the World
- 2) Reservation Policy
 - a) sheahouseofficial@gmail.com
 - i) Attach liability forms
 - b) Charge CIOs as a source of funding
- 3) Language Council Open House
- 4) Vote on Constitution Reform
 - a) Article 3 - Section D - Point 4 or at the end as an amendment
- 5) Questions/Concerns

Minutes:

1. LA Meeting Report:
 - a. LAs agree on \$150 minimum for using P-Card
 - b. Changes were made to the newsletter--more pictures, less words. There is the possibility of videos. Include English
 - c. Attendance at Dinner and Language Hour has generally been good. Plans for improvement discussed
 - d. Shea advertised for living in the future
2. Communications Chair:
 - a. Flyer created for applications
 - b. Pictures from Russian language hour may be included in the November issue, as well as a poem
3. Financial Chair:
 - a. Limits on the turning in of receipts limited
 - b. Deadline for receipts of December and May 1 mentioned
4. Cultural Chair
 - a. Tea
 - i. Products ordered from Amazon. Should Arrive next week
 - ii. Combining East Asia with another?
 - iii. Weekly meetings for tea discussed, will be announced via email
 - b. News Around the World
 - i. Considering using the LAs

- ii. A pilot program is considered, possibly in early November
 - c. Open House for Shea House
 - i. Asking the residents if they would be willing to guide a tour
 - ii. LHC is planning a dinner
 - iii. The possibility of a Shea House tour system was discussed
- 5. Shea House Reservation Policy
 - a. Shea is now transitioning to an email for official correspondence
 - b. Liability form will be used
 - c. Should we charge for the use of the space?
 - i. Perhaps in kind payment
 - ii. Consider adding it to the reservation form
- 6. Language Council Open House
- 7. Constitutional Reform
 - a. Sub-Committees: Each functional committee chair has the right to form a sub-committee, to aid in their duties.
 - i. Will go in Article III, Section D, as Point 4.
 - b. Passes 5-0
- 8. Questions
 - a. Should we add photos to a folder in the Shea House Official Google Drive