**ATTENDEES:**

**Directors:**

Laurie Frederickson- Present

Anay Terala- Present

Steph Belmontes- Present

Brayton Rose- Present

Jasmine Fan- **Absent**

Khushi Sahi- Present

Anagha Kumar- Present

Lorenzo Powell- Present

Sahir Mir- **Absent**

Yash Jain- **Absent**

Alexandros Chatzipanagos- Present

Carley Mosby- Present

Aditya Lahiri- **Absent**

Elisabeth Melms- Present

Minseo Kim- Present

Shraavya Pydisetti - Present

Rezwana Habib - **Absent**

Izzy Kudish- Present

Hank Walter- Present

Ja Quita Joy Roberts- Present

David Miller- Present

Danielle DeSwawal- Present

**Advisors:**

David Eron

Ian Fournie

Teresa Weimann

Zoe Zgodzinski

**Guests:**

**Tamika**



# COMMITTEE REPORTS:

Steph: I went to the visioning meeting earlier today; other than that, not much. Slowly but surely getting better from being sick.

Tamika: Doctoral candidate, “Danielle’s minion”. Graduate assistant for the higher ed student affairs program.

Danielle: I have been to the visioning meeting and will be meeting with Amy.

Elisabeth: The self-defense class was this week; we had a lower attendance than expected but had an impactful meaning on those who did attend. Now we are focusing on a midterm destress event, and we are also looking into Goat Yoga.

Anagha- I have many events planned for the Black History event, I am also looking into planning a food tour for next month.

Shraavya- Finishing up and finalizing the newsletter.

Shrays, the co-ad of marketing- working on having a meeting with Ian to go over marketing ideas.

Anay- The proposal for an AMC trip to watch Godzilla was approved last semester, but that movie changed to Dune 2, so that will be on March 2. Jasmine is doing an air-dry clay-making event that passed through BA and will be on March 24. I also went to the visioning committee meeting earlier.

Laurie- I’m working on a survey to get data on how students use the union, understand how people see that Union Board connects to the union, and that Union Board is doing a good job of ensuring students feel welcome at the Union. I am meeting with Amy Heater to understand the mission of that branch of things and to see where things are headed. Yash and I met with the director of FNECC for the land acknowledgment before the films; I also want to talk to Hank about having these on screens throughout the Union. Please think of ways the Union Board experience can be better for our 1 on 1s.

Brayton- Thank you to everyone who did tabling this week; please sign up for slots next Monday and Tuesday. I’m currently behind on emails because everyone is looking into collaborations.

Lorenzo- I have been working with Shraavya for a cultural event and working with David for a potential collaboration. Brainstorming good ideas before the semester is over

Alex- I have 2 events next week, Phil and Hunter Shafer. I’m currently finalizing catering and the guest lists for the meet and greet and reception.

Khushi- Finalizing marketing for Peach Pit. They are selling tickets pretty steadily. Posters are helping a lot. Working out kinks for future stuff

Izzy- Minseo and I have been working on details for the March Madness trip; tickets have been purchased, and now we are working on the forms and registration for this event.

Minseo- Please market the trips interest survey for future events

Hank- I have 3 things about the union: 1: Mara has been working with a team to look at the whole space reservation request process; during Covid, the university added another layer to this process. To try to make it simpler for students to reserve space indoors and outdoors on campus. Because you can't run software for it in a test environment, they will switch over and hope it works. We will wait until May to do the switchover when things slow down. 2: working on the union's budget; 3: Lamar Hilton has been here since September, and he will be rolling out his vision for student life in a couple of weeks; I was able to see the PowerPoint deck for this. The first thing on the slides is a stronger IMU. The second one talks about student leadership development.

Laurie: Dr. Lamar does crimson conversations that explain these things. They are open to students, but there are usually 8 students and a larger number of faculty.

David: I've been talking to Hank and Brayton to figure out publicity with the art initiative. Tomorrow, I have a Zoom call for IU day of giving with JWS. I talked to Brayton today about the newsletter, which is renamed the event letter, and how to enhance the spread. Brayton is taking the ball and running with that

Ja Quita- working with the black history month events with co-directors

Zoe- \*Refer to discussion item 1\*

Rezwana- Black History Month event on the 27th before Rock Harper providing Soul food

DISCUSSION ITEMS:

# Item 1: Event-Planning Process

Zoe: We will talk about the importance of timelines when it comes to event planning. The agenda will cover learning objectives, a general timeline of events, key takeaways, an activity, and a debrief. We will learn how to develop strong communication skills and how to perfect event planning. With any event, you must ensure you have a venue secured before you begin contacting partners. After that, you will make a proposal; if it is under 2k, it will go to BA; if it is over 2k, it will go to board. Once the event is confirmed, you can submit the marketing materials since it takes 3 days for marketing to be done.

Elisabeth- in terms of venue, even if the event hasn't been approved, do we still secure a venue

Zoe- yes, because you can always cancel the reservation

Zoe- Key takeaways: venues first, the proposal must go through BA, submit marketing as soon as possible, communicate with the people who are helping run your event, at least one month. \*activity breakaway begins\*

# Item 2: Norms

Laurie: Take time to reflect on how we can approach proposals and proposals in the future.

Lorenzo- I noticed seeing conversation in a timely manner to prevent long conversations

Shraavya- we should make sure that the proposals are really specific because it felt very vague and confusing.

Khushi- I agree with Lorenzo about sending guests out when we are voting since it can be scary to say how we feel in front of them

Elisabeth- seeing the comment about understanding what Union Board's role is in events should be emphasized

Laurie- we used to wire estimates of minutes per discussion, we can add that back. We can vote on whether or not partners should leave the room for voting

David- can we do that? Exclude people?

Laurie- we can move it to an executive session and write the votes in the minutes

Ja Quita- two things, if during the discussion we have some questions, it may pose some issues, and if it’s outside partners looking to collaborate with our board it won't work

Laurie- it would be with proposing. We would discuss and then vote. Maybe a compromise would be if we have partners who will ask the questions only they can answer, then we can have an internal UB person

Elisabeth- so they would leave the room when we vote.

Laurie- No, they would stay

Loreno- Either way, it is what makes people comfortable

Shraavya- they should be in the discussion

Izzy- could there be a way they present, we ask questions, then we let them know the next day, is that better than having them wait outside?

Danielle- I wonder if the director who’s partnering would be put in an awkward spot because they won't understand why the vote went the way it did. Do the things that partners typically have that come to present seem to be higher ticket items? I wonder if we could put a time limit for discussion. We put them in a 2-week time frame; if we do want the folks here, we let everyone sit on it, and then we vote the following week with a clarification.

David- if we are asked to spend 20k or an uncapped amount, would you reasonably make that decision in 20 minutes, or would you want to go home and think about this?

Alex- I agree but in practice, it is hard to do; I'm not sure if I will remember the exact facts of the matter. My opinions might change when I come back to board; a personal matter is different from a board decision

Shraavya- I was going to say that during the presentation, there were a lot of questions, but there is not a lot of time in the 30 minutes for that, if after we have things we could work on or talk about. To help make the final decision

Laurie- I would add that we are talking to have a better understanding of things; we have a policy of 24 hours before presenting a thing that should be sent to the slack so we have more time to independently look into things.

Hank- I think part of the challenge in last week's discussion was when you went in there to ask questions, they couldn’t answer all of them. There wasn't a plan. We do committees because difficult decisions can be discussed before they make it to the board so that those things can be worked out. Maybe when there's a certain risk or dollar amount, these bigger things should go through BA and exec before going to board.

Danielle- another thing to help the presenters, if it's bigger events, is to upload them to Board 48 hours in advance with a form that says “please submit questions” so that presenters can know what to go over and have these answers ready.

Laurie- that's a great idea, I would include a Google form in these proposals

Teresa- we have done in the past that the group would table the vote so that questions could get answered. It does push the event a week, but we get more answers to make a better decision

Laurie- Does anyone have any thoughts on the words on the board? It's good that a lot of people think it's exciting, but it's not so good that the same amount of people think it is scary and nerve-wracking, thoughts?

Elisabeth- we can think of ways to reduce people's stress regarding proposing. We should find a way for this to not feel personal.

Khushi- Since it is also the beginning of board, this is a lot of the Director's first proposal, so it's scary because it's the first

Izzy- a lot of the same feelings as what Khushi said; we hadn't seen that many before doing our own proposals

Shraavya- it's not necessarily scary in a bad way, it’s just a little nerves as if you are going to take an exam.

Brayton- I think it's scary because we care so much; from my personal experience, when I care a lot about something, I'm going to be really nervous

Danielle- I would add that however we feel entering spaces like this, when we care about things they will bubble up, what we need to learn is how to recognize these feelings and how to handle them.

Laurie- final thoughts, at the end of when you're proposing, we know how you are feeling, when you are asking questions, keep in mind how nervous the proposers are. BA has deadlines; if proposals are going through board then your deadline is to send a proposal to BA on Tuesday at 5 pm. Maybe next week, we will discuss the role of union board and how student fees are used. The event planning process is a month, dead week is the last week of April, and we don't have board next week, if you are proposing any event, it should be at our next meeting.

Ja Quita- we need to put events on a group calendar so everyone can know when events are happening.

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ACTION ITEMS:

# Item 1: N/A

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UPDATES

Alex- Next week at 7 pm is Hunter Schafer, send me a message if you have an interest in either meeting Hunter or going to a reception with Hunter. Please be there at 6 as volunteers. At 5:30 she will come to the round table then at 6:30 we will do a meet and greet and pictures, she will meet the donors then at 7 pm the lecture will begin.

Brayton- We have yard signs, everyone please take 2 peach pit yard signs and put them around the community. Send them to the outer Bloomington community

Carley- there are a lot of peach pit posters in the back. PLEASE take them and put them around Kirkwood and Bloomington.

Zoe- Congrats to Elisabeth for the self-defense class

Steph- Shoutout to Khushi for the Peach Pit marketing event

Laurie- shout out to all next week's events, shout out to everyone proposing last week, shout out to Ja Quita

## Adjourned: 8