

## SASgov Transition Meeting

April 15, 2019

### Updates:

- **Social:** May 1<sup>st</sup>, GB Dinner @ Wahoos
- **Finance:** 152 travel grant applications responded to...20 applications left...awarded approx. up to \$200 per person, budget of approx. \$17,000
- **Public Affairs:** finally reimbursed for Grad Ben talks, 2 day minimum notice for putting anything on the website
- **Policy:** awaiting reimbursement

### Transition Meeting with Ida

#### Beginning of Semester:

- Book rooms for meetings (when can Exec meet, when can GB meet)
  - Send survey (google form)
  - Estimate of 50 people (2 hour block...from 6-8pm)
  - Wharton reservation: <https://operations.wharton.upenn.edu/scheduling-reservations-2/>
  - Perelman reservation: <https://www.vpul.upenn.edu/perelmanquad/reserve-search>
- Email SASgov Reps from SASgov Reps folder on Google Drive...might need to email graduate coordinators if we do not know who the reps we are.

#### Rules of Order:

-Must be passed by the spring semester general body by simple majority  
-If new year's general body does not agree on previous GB's rules of order, then it has to be passed by a 2/3rds vote.

#### Weekly Responsibilities:

- Order food for meetings (Exec and GB Meeting)
- **WE ARE TAX EMEMPT**
- Finance and Administration office will email me a link to log in...Transaction request form to submit transaction requests.
  - Contact vendor, place the order with the vendor,
  - Gold Standard is restaurant for executive board meeting
  - Sitar India closed on one day of the week
  - SASgov
- Type of transaction "pizza/meals/refreshment...due 2 days prior"
- SASgov Account: "Administrative" → account number populates
- Jewel Santiago...person in Finance office who works with SASgov

- \$15 per order for tip (make sure you add tip to your order and tell them to include the tip in the order)
- Most catering orders can be ordered by Purchase Orders...some places do not accept P.O.s.
- When ordering from Sitar...bring drinks from “the cage” in Williams Hall
- GB meetings: roughly \$400 budget, Exec Board Meeting: \$100+

#### **GB Minutes:**

- You will have at least one person on your committee helping you with minutes
- **Send google form to ask for committee preferences**
- **Send minutes to VP of Public Affairs to post**
- Work on who is going to take Exec Board meeting minutes

#### **Elections:**

- Constitutionally, VP communications is in charge of running elections
- Need two people to help who are not voting members
- Not allowed to give my opinion
- If I wanted to run for something then I would need to have another person run the election
- If vote is Within two votes, then there is an automatic recount
- Check constitution to see what the rules are for elections
- Election Rules Appendix A

#### **Quorum**

- Majority of executive board, plus three executive board
- 34 total departments, means 17 (Reps) + 3 exec board members is quorum

#### **GAPSA Updates:**

- SASgov Reps to GAPSA will fill out form

#### **Meeting Announcements**

- Beginning of semester (send more frequent reminders)
- Day or two before reminder

#### **Send Brianna Reed Headshot**