

Executive Cabinet Meeting Minutes

- Garrett calls the meeting to order at 6:50pm
- Executive Members present:

Cabinet Member	Present
Garrett Edmonds	Y or N
Abbey Norvell	Y or N
AVP	Y or N
Matt Barr	Y or N
Ashlynn Evans	Y or N
Kody Okert	Y or N
Paul Brosky	Y or N
Shelby Robertson (Non-voting)	Y or N

- Total cabinet members present:
- Items discussed:
 - Randall Bogard Presentation (See attached sheet)
 - Garrett Edmonds
 - Set-up Office Hours (Send in Exec Email)
 - Take the Meyer's Briggs Test to post on office doors
 - Send any legislative ideas to respective committees
 - Adhoc Committee for Outreach next week
 - Student-All email for RSO leadership
 - T-shirts possibly instead of polos
 - Kody Okert designing a shirt
 - Shelby Robertson
 - Connecting Senators w/ similar legislation ideas
 - Inclusive language in senate (pronouns, etc)
 - Looking for a Parliamentarian
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- Ashlynn Evans
 - Facebook Account
 - Scholarships Graphic
- The meeting was adjourned at 7:14pm.

Expectation for Executive Cabinet

- Keep academics as your top priority
- Be flexible, open-minded, and maintain a positive attitude
- Represent SGA in a positive manner both in and out of the Senate
- Accept responsibility for your actions
- Ensure the organization is operating according to the SGA Constitution and Bylaws
- Be the liaison between administration and the senate
- Assist in creating an effective recruitment process that ensures SGA is an inclusive organization
- Understand the role and responsibility of the SGA Advisor
- Keep me informed on happenings in SGA
- Communicate with me your office hours
- Complete all administrative work in a timely manner
- Maintain accurate records of all forms especially purchasing paperwork
- Be able to not only receive but provide constructive criticism and solutions to concerns or issues that will be in the best interest of SGA
- Be good stewards of the organizations finances

* SGA Advisor will be in attendance for at least two Executive Cabinet meeting a month