USG Secretary Monthly Report 17’-18’

Month, Officer: November/December, Brandi Burnell

Passive items (last month)

• Took Meeting Minutes for Executive and Senate Meetings
• Sent Weekly Emails informing and updating Senate
• Volunteered for Digger Drive
• Posted Governing Documents on Website

Present items

• Review and edit Officer Reports
• Update Website with October and November/December Reports
• Continue to send Weekly Emails
• Continue to take Meeting Minutes
• Contact Athletic Coordinator to allow ROTC access to athletic facilities
  o Volk Gymnasium/Stadium Facilities

Action items (next month)

• Help Continue Advancing USG Publicity
• Continue to update and inform Senate through emails/announcements
• Ensure that material covered in Exec is relayed to the rest of senate

Questions, concerns, announcements

• Do reports need to be archived in the USG drive if they are posted on the website?
  o The documents are public anyway, so they don’t need to be stored in a confidential place such as the drive presumably

Monthly summary

These last two months, especially the last meeting, were when resolutions needed to be passed and voted on. In keeping with recording meeting minutes, accurate counts of the votes on each resolution can be found in the minutes. Reports are now being processed through me, and I have been editing them, and publishing them on the website as PDFs.

I have continued to update senate through weekly emails, and have been keeping records of USG proceedings through meeting minutes, and the agenda. I have adjusted the format in which I take meeting minutes in order to make them easier to read and digest.

People in contact with