

AIS Steering Minutes  
March 28, 2010

**Absence:**

Executive Vice President - Florentina  
Alumni & Employment Chair - Arjun

I. Executive Updates

A. President - Carol

1. met with Jordan Pascucci
  - a) very successful
  - b) our organization is "on the radar" among new international students
2. we have iPhins

B. VP External

1. Jordan Pascucci
  - a) will fund our t-shirts

C. Exec VP

1. hurt her rip, at the hospital right now

D. Treasurer

1. everyone must submit your reimbursements
2. will add a time slot during meeting for new budget proposal approval
3. booklet to get more funding
4. work on making a resource guide (i.e. for pizzas, flyers, glowsticks)

E. Secretary

1. will have much more time to deal with AIS after election
2. website => new business

II. Committee Updates

A. IMP - Jannelyn

1. training session went well, good speakers

B. Advocacy - Nan

1. information session, have 35 people signed up
2. training session next Saturday

C. Social - Oliver

1. party debacle, will not be going back to Fiso in the future
2. will meet with new house to set up for Fling BBQ

D. ISO - Juli

1. working to get brochure done
2. no meeting this week due to conflict with party
3. ask Rudy to send brochure out -> new business

E. Community Engagement - Nhat

1. not having six flag trip anymore
  - a) no time to advertise, little interest, same time as SAP training
  - b) move to next semester
2. KIPP => new business

F. Alumni & Employment - Arjun

1. Alumni networking series, waiting for alums to response

2. Penn tradition - feature on Gazette, brainstorm => new business

### III. Old Business

#### A. Party

#### B. SAP

1. Jordan will help with training session, talk about financial aid, admissions empowering speech
2. Joe (Kite and Key): waiting to hear back from him
  - a) Carol: email him again
3. Working on powerpoint and notes, give to ambassadors after training
4. Carol: Make plans => give them the kit, admissions will give them lists of schools
5. Info Sessions went well, hope that all of them will show up for training session
6. Will need a template letter for Jordan to send to schools => Gandhi
7. Allow people who did not go to info session to go to training?
  - a) Gandhi, Chloe, Florentina: no

#### C. IMP Training Session

1. Should we move to Weingarten for food funding?
  - a) Chloe: obscure location might mean lower attendance
  - b) Gandhi: steering must go to training too
2. Find more kids from China
  - a) Oliver: let Steering know if you need more people from a certain country

#### D. Fling BBQ

1. Alex Lee's house
2. 12-4pm

#### E. Scavenger Hunt

1. in touch with Scavenger Hunt company
  - a) has license with SEAS, from whom buy the license
  - b) NSO/Iphins will pay for it
  - c) discuss the process via phone conference with the company
  - d) Juli will present to steering next week

#### F. Yield Project

1. sent out email to all chairs of organizations
  - a) will we have enough students to help?
2. Oliver did this for London last year
3. Cynthia: email sent to organizations were not clear, need to talk to each chair individually
4. Steering: get your friends, your organization to participate and sign up

#### G. ISO Brochure

1. Gandhi will talk to Rudy
2. Cynthia => make the brochure pretty

### IV. New Business

#### A. Executive Evaluation

1. may be a good idea to change the agenda/meeting format?
  - a) to do list of this week becomes updates of next week
  - b) friday night send out agenda
2. more intra-committee collaboration
3. Oliver: more GBMs before major events => new business

4. New meeting format: Approval: 8 Abstain: 2 Approved

#### B. Budget Proposal

1. voting on reimbursement and budget proposal in meeting
2. Chloe has check, will give you check immediately during meeting
3. buying stuff:
  - a) if under \$100, you or your committee member buy it
  - b) if over \$100, make appointment with Chloe and/Carol to purchase this item
4. help? look towards your committee first, not executive

#### C. Executive Meetings

1. every Sunday 1:30pm, in Huntsman G94
2. set up AIS booklet, long term financial sustainability of AIS

#### D. Transparency

1. Are executives not transparent?
  - a) Oliver: there is no need for transparency because there is no "exec"
  - b) Nana and Nhat: does not think there is an issue

#### E. Website

1. things to do after committee meeting
  - a) update website (next meeting time and announcements)
  - b) update attendance
  - c) send out minutes
  - d) update a year in the life of AIS
2. new account passwords for everyone
3. administrator settings for everyone
4. will have crash course for website again, practice with computers
5. let Cynthia know if you're not happy with your google group reply-to status

#### F. KIPP

1. planning a cooking or soccer lesson for may 1st saturday school (during reading days)
  - a) Carol: it's reading days, more comfortable only doing international night
2. International night
  - a) Ben is contacting Shanda
  - b) funded by KIPPS
  - c) to show that we're interested in working with them
  - d) Oliver: date? to be decided

#### G. Take Back the Night - April 8th

1. night of protest for rape on college green
  - a) we could pledge to support this
  - b) or guarantee attendance and get t-shirts, name on flyer
  - c) payment? free.
2. let's pledge attendance

#### H. GBM

1. needs to be something more than just PPT and pizza
2. something for the end of the year?