Student Union Advisory Board (SUAB)
Meeting Minutes
November 30th, 2011

Meeting Agenda Coordinated by- Ellen Houston

1. Step show practice.
   a) If you would like to make reservations or know more speak to ASUN (Sandy Rodriguez).

2. Promoting Late Night Incentives
   a) Marketing push campaign to have activities in the evening.
      - Creating more traffic in the Joe.

3. Wolf shop Later Hours
   a) Discussions will continue with incoming Wolf Shop Director

4. Scheduling Procedures
   a) We have seen significant positive changes. Each scheduler is in charge of an event. So it’s easier to keep track to changes made.

5. Retail Space Update–Su Hoon
   a) Working on a contract to with potential vendors.
      - Decision will be made in the upcoming board of regents meeting.
      - The former College Optical space is still vacant so we are looking vendors who are interested in the space.

b) Co-Sponsorship Agreement- John Pratt
   a) Any changes made in the JCSU goes through the Administrative manual committee; we enforce our rules through the book.
   b) Numbers of events have increased due to much co-sponsorship.
   c) Many outsiders are making use of student organizations to program their events. (We are trying to make this stop).
   d) Some events are planned and do not even relate to what the club stands for.
   e) Any co-sponsorship from the spring semester will require a fee.
   f) If you do co-sponsor, one must have the university logo and the groups’ logo.
   g) If you are not part of the event, it is not considered co-sponsorship.
c) No show cancellation policy - John Pratt

   a) We are trying to avoid unnecessary cancellations.
      - 15%-20% meetings have been cancelled within 48 hours.
      - This rule is to ensure proper planning.
      - Though this rule hasn’t been finalized it is in progress.