Dean’s Council Agenda (Tuesday November 10, 2020)
4:30 pm CST

- Introductions: name, year, department, board position (if applicable) - Anyone not on the listserv?
- Welcome new members!
  - Community Service Chair: Mira Liu
    -- will be coordinating the Food Depository volunteering later this year
  - New members?
    -- none in attendance - there should be two new members (one replacing Kelsey Stilson for IB/OBA)
- Updating the DC listserv
  - If you are interested in transitioning out of your role as a representative, please let us know so we can find a replacement
  - Member list is on website: https://voices.uchicago.edu/deanscouncilbsd/
- Dean’s Council Google Drive Folder
  - We would like to move everything to this folder:
    https://drive.google.com/drive/u/0/folders/12r9A6xO11ia1oMeEOZ74OkQnqQhzWluX
  - Meeting minutes are all in this folder (thank you, Marie!)

A note from Melissa:
If you use the GEMS card for an event -- please email Melissa the receipts!!!
& which programs should pay for the event, how many people attended, etc. She needs to reconcile all the charges.
(This is in addition to the “reimbursement” form on the website -- same info as goes into that form, just send it to Melissa first. It will help the Treasurers to reconcile the DC charges to get a duplicate of the info.)

The GEMS card is preferred for all purchases, unless it can’t be used for some reason. Then go through reimbursement procedure.

Chair Updates:
- Mira - Community Service Update
  - Volunteering at the Chicago Food Depository for Autumn Quarter
  - First volunteer shift supposed to be next week. Currently planning groups that align with the times they need volunteers!
- Sandra - Newsletter Update
  - Sent the first newsletter out couple of weeks after the last DC meeting!
• Please share any important information with Sandra, co-chairs within the first week after the meeting.
• Chairs: please share written info
• Sentiment against double-sending the same newsletter to the programs, but it might help if reps let students in their programs know that the letter has information they may want
• Not many people responded to the events form (link was included in the newsletter) when the newsletter went out, but got many responses (> 100) when the form went out as its own email
• Shortening the format might make it easier for people to read & more likely they’ll read through...

• Meytal & Rosy - Treasury Update
  • Quarterly allocation came in
  • Everything should be up to date through August on the sheet
  • Biophysics should come in for the November cycle - Melissa has to put it through & then it gets routed through PSD as well.
  • GRIT reimbursement for recent events just got updated today

• Jimmy and Ross - GRIT representatives
  • Recent events have gone well
  • Teams have been given rules for how they can spend funding that comes from Dean’s Council -- they’re proposing events soon

• Jin and Martin - Coffee hour (virtual)
  • Vouchers have been working -- 25 people usually show up
  • This time we tried to avoid having everyone show up to Starbucks at the same time by spreading the vouchers out throughout the day.
  • Will double-check with managers that leftover vouchers can be used for future dates
  • Have gotten good feedback

• Brittany & Sarah - Cultural Co-Chairs
  • Poll results for Fall Q activities: overwhelming majority for ice skating, Second City happy hour
  • 103 respondents; 70 for Second City; 72(?) for ice skating -- might save ice skating for next quarter.
  • Next steps: make the purchases using GEMS card (no out-of-pocket purchases, especially for major expenses!)
  • Alex Smith made the Eventbrite -- create an event & set it up so people can buy tickets through there.
  • For Second City happy hours - every Thurs at 7pm (virtual). $15 dollars per ticket. In past, they’ve also done group ticket prices -- haven’t asked them yet whether they’d do that.
- Thanksgiving & later will be tough for first-years, who have exams coming up…
  We can buy for any dates, since it’s virtual. Doesn’t matter how many people
  want to go on the same date.
- First round - test to see if it’s popular, if people show up? Charge a small amount
  of money as incentive to show up. Sell for $5, so we’re subsidizing $10/ticket.
  We’ll send a follow-up poll - which dates would you like? (11/19, 12/3, 12/10,
  12/17) & would you pay $5 a ticket?
- We voted to buy 25 tickets and sell them back at $5.
- Ice skating (incl skate rental) - $40/ticket.
- Devin - Travel Fund
  - Went out; apps should be coming in. Due on the 16th. Will have to review pretty
    quickly afterwards. Looking for volunteers:
  - After apps come in, send out list of names (can avoid conflicts of interest) -
    reviewers should score apps. Typically 10-20 apps per period; reviewers end up
    scoring 3-5 each. Score using a criteria sheet.
  - All meet together at the end of scoring & rank applicants, allocate funding.
  - Email Devin Harrison if you’d like to help
- Soo Ji - Equipment Library
  - Lending stuff out again! 2 people per week on average right now.
  - Parts for the sewing machine are missing -- they bought some new parts
  - Equipment library got $300 for past years (maintenance, renewal, new items).
    There were also votes on item-by-item new purchases. Will keep doing this
- Astra - Website
  - Photos are up for executive chairs
  - The editing tool is pretty buggy & keeps crashing out… so some changes haven’t
    happened yet
- Alexis and Sophia - GC
  - Past few meetings have been focused on finalizing budget, bringing in new
    members, assigning to committees.
  - Sophia is on the community programming committee -- designing events to bring
    people together across divisions. Send ideas for cross-divisional events!!
  - Alexis is on the health & wellness committee along with Nikita -- distributing
    Diva cups & will hold training for those. Mental Health awareness week is this
    week! Lots of events coming up.
- Sports Chair: Open position available
- Program representative updates (how is your program doing/any ideas for
  activities/anything that DC can help with?)
  - E&E did a Halloween event where they handed out candy bags outside
● Any program-specific events that follow DC funding rules (no swag/handouts/prizes, etc.) and University rules (COVID safety, etc.) don’t need to go through the budget request form on the website.

● COM did a scavenger hunt for candy & then met up over zoom for a trivia night event.
  They are going to have a COM open house next week, 11/17 from 2-5pm -- please direct prospective applicants to the event! Direct people to Stella

Last notes, re: DC-funded events--

If we’re giving out any alcohol in goody bags (also containing some kind of food!), etc.
Need to have a non-alcoholic alternative to offer people!
And need to be able to check IDs if there’s a question whether people are underage
And whoever is handing out alcoholic drinks needs to have completed the alcohol training in the last year

BSD rule -- wine and beer only; no hard alcohol.