**Type of Meeting: Executive Board Meeting**

**Meeting Facilitator: Jahad Hoyte, President**

**Minute Keeper: Mary Victoria, Secretary**

1. Call to Order
   1. 6:17
2. Roll Call - Quorum Met? Y / N - Yes
   1. Mary
   2. Ada
   3. Natalie
   4. Jahad
3. Approval of Minutes
4. Approval of Agenda
   1. Natalie motions to approve the agenda
   2. Mary 2nds
5. Administrative Reports
   1. Jahad
      1. D.E.I. committee
      2. LGBTQ+ pamphlets which include services provided for students to take
      3. Female sanitary product dispensers in bathrooms
      4. Civic engagement tables
      5. Health and Wellness committee
      6. Social Media
         1. Posting more flyers and posting more about events
      7. Unification
         1. Open meetings
         2. Committees open to students not in SGA
         3. Need a new appointment system for SGA
            1. Natalie approves and motions to move to the archives
            2. Ada 2nds
   2. Natalie
      1. Using snapchat filter for events like involvement fair
      2. Committees will be starting next week
         1. Mary motions to approve and move to the archives
         2. Ada seconds
6. Old Business
   1. Updates on Incorporation
      1. Officially incorporated
   2. Agencies
      1. CAB & RHA & CSA
         1. Looking for a director of CSA - needed by December
7. Action List
   1. Office Supplies
   2. Senate & Executive Board Meeting Times
      1. New e-board time - Wednesdays 7-8?
   3. Senate & House of Representatives Communication
      1. Messages going out for meeting times
      2. Use group me for important information
   4. House of Representatives
      1. Introductory Meeting
   5. Rules Committee
   6. Important Dates
      1. Groupme Calendar
         1. Include reminders
   7. Office Hours (T-Sheets)
      1. Everyone must be inputted this week
   8. Expectations for the Semester
      1. Everyone should be self sufficient
      2. Check in’s? Weekly?
      3. Uniforms
8. Adjournment
   1. 7:05pm
   2. Natalie motions
   3. Jahad seconds