



Inter-Residence Council General Assembly Minutes

For

Monday, September 14, 2009

Funded by Mandatory Student Activity Fees and the Student Association

Chair: Melissa Kaye SAIRC	Monday 2:00-4:00 Tuesday 9:00-11:00 Friday 11:00-1:00	Office Phone: x5854	CRC: Bethany Dellay Bld2	Available by Appointment Only
Vice Chair: Dayshawn Simmons Djs23	Available by Appointment Only		Programming Coordinator: Nicholas Spengler Nps4	Tuesday & Wednesday 2:00-3:00
Secretary: Kristin Hart Kmh30	Monday: 12:30-1:30 Thursday 11:30-12:30	IRC Office located in Monroe 29	NCC: Kevin Friedman Kf13	Monday & Wednesday 2:30-3:30
Treasurer: Mary Bock MKB8	Tuesday & Thursday 12:30-1:30		NCC: Ashley Tinney Amt11	Monday & Wednesday 2:30-3:30
Advisors:			Ex Officio: Deanna Richards NRHH President Dkr2	
			Ex Officio: Ray FeDora ADNRHH, NEACURH Rdf1	
Minutes # 1				

Call to Order: 8:04

Attendance: 31 of 32

Also Present: Nikki Lynn

Approval of the Agenda: 31 of 31

Approval of the Minutes: N/A

Reports:

Melissa Kaye: My name is Melissa Kaye and I am the chair of IRC. This is part of my role as the Student Association Director of Inter-Residence Affairs. I sit on the SA Executive Board and vote at our weekly meetings on Wednesday nights at 6:15. I help organize everyone on the Exec Board, run meetings and serve as a liaison to the administration. I spent my summer in Geneseo preparing Hall Council Resource binders, doing karaoke and bingo at orientation, attending SA summer meetings and retreats, presenting at ProStaff training and preparing for the year.

Dayshawn Simmons: My name is Dayshawn and I am the Vice-Chair for IRC. My main

responsibilities in addition to being the right hand for the Chair is to program all leadership events for the campus and to handle the End of the Year Banquet. I also Chair the Hall Council Improvement Committee which you will hear about next week. Nice to meet you all!

Kristin Hart: Hi I'm Kristin I'm the Secretary for IRC. I take minutes at all the meetings, prepare the agendas, the sign in sheets, the birthday lists, and the like. I also make birthday cards. I am the chair of the PR or Public Relations Committee. The PR Committee will take charge of an annual IRC yearbook and help advertise IRC funded programs, as well as come up with some Open Discussions. I was quite busy this summer—I took a summer class, studied for and took my PCATs, visited a couple of pharmacy schools, volunteered at a hospital, and worked at a pharmacy. I attended the Exec Retreat.

Kevin Friedman: I attended Theatre Orientation for my Tech Theatre class, I sent in my stipend report, and I attended the executive retreat.

Ashley Tinney: I successfully completed my first two weeks as an RA!! I also attended the executive retreat.

Kevin and Ashley: We made an advertisement on a bulletin board upstairs in the Union for conference applications. We emailed some SRA's about speaking at their hall councils. We also spoke at the first NRHH meeting to advertise conference application.

Mary Bock: I attended the E-Board Retreat and I am catching up on everything that happened over the summer. I am also trying to learn the new purchase order procedure.

Nick Spengler: I also attended the E-Board retreat. I was awesome, and the E-Board is awesome.

Beth Dellay: I'm waiting to hear who the new presidents are and can't wait to start contacting them so we can have our first CRT meeting!

Deanna Richards: I attended the E board retreat.

Ray FeDora: I attended the E board retreat too!

Open Reports:

Melissa: This is the point of the meeting where you may wish to discuss programs that are being put on by your hall.

Announcements:

Melissa Kaye:

Dayshawn Simmons: I am currently working on the report for leadership training, I mailed out thank you letters to all presenters who helped because they take time of their schedule to present without compensation and I am working on my application for the upcoming conference. Also, this Friday in the Grind JCC (Japanese Culture Club) is hosting a Karaoke night from 10 pm on. Check it out!

Kristin Hart: As head of the PR Committee, I'm putting on an annual yearbook. I need two people who either know a little bit about web design or are interested in learning about it, if you are please stay after the meeting to see myself and Melissa after the meeting.

Mary Bock: I am going to be finishing my application for the conference and updating the budget.

Kevin and Ashley: Applications will be due for the Regionals Conference on September 23rd by 5:00 in the NCC mailbox in the SA office.

Beth Dellay: This coming week I will be attending karaoke this Friday in the Union, signing up for Orchesis, and attending an awesome rep retreat on Sunday! I will also be contacting the presidents to set up our first meeting and will have that set up by Friday.

Nick Spengler: There will be a rep retreat on Sunday, September 20, and I mean THIS SUNDAY, in the Fireside Lounge from 2 to 4 pm. Be there, it's going to be F-A-B-U-L-O-U-S! The only thing you need to bring is a good attitude ☺

Deanna Richards: Alzheimer's Memory Walk September 26th there are flyers posted throughout campus. Be there!

Ray FeDora: Nothing for this week.

Open Announcements: none

Treasurer's Time:

RC Drawing Fund: \$5,000>>\$5,000>> \$5,000

Wellness Drawing Fund: \$1,000>> \$1,000>> \$1,000

Bad Financial Standing: N/A starts next week

Isabella Rose Chirico Award:

Melissa: Each year, IRC has a stuffed animal they use as a recognition tool. Each week, it is given out to a individual or group who has done an awesome job working in the residence halls. It is a tradition that each recipient takes it home and adds something. This week, Isabella goes to Dayshawn Simmons, IRC Vice Chair. As many of you can attest to, he organized and ran a very well attended fall leadership training. He managed to do this while also undergoing the rigorous RA training.

Old Business: none

New Business:

Dayshawn: This part of the meeting is where halls can propose programs. Be it resolved that item 01-0910: IRC Constitution be approved for the 2009-2010 Academic School Year. Week 1 of 2 Melissa.

Melissa: If you will all turn in your binders to the IRC Constitution that would be great. We need to vote to adopt this document for the year. This is a 2 week reading, and I know you guys are being flooded with information, so I am just going to point out the most important sections and changes from last year. Please look through it this week and bring back any questions you might have. Article III goes through and lists the responsibilities and related procedures of the Executive Board member, if you are curious. The only thing that is really different from last year is the formal addition of HCIC under the Vice Chair and the reshifting of website duties. Article IV is most relevant to you as it describes the General Assembly and its composition, election, and duties as well as explaining meetings. Article V explains advisors, and you should take a look at those duties because we will be having a reading on that today. Article VI describes elections, Article VII is about the By-Laws and Article VIII is about amendments. Please look over this for next week, paying special attention to General Assembly and Advisor.

Melissa steps out.

Dayshawn: Could someone please close the door? At this point in the reading you have a chance to ask questions. Openly discuss what you think about the reading.

Carolyn, Wyoming: Let's look forward to a good year (snaps)

Dayshawn: There is no other discussion. All in favor? Reading passes 31-0-0 could someone please let Melissa in.

Kevin: The only reason that you would abstain would be if either you feel that you don't have enough information to make a decision, or if you have a conflict of interest.

Dayshawn: Moving on to item 02-0910 be it resolved that the By-Laws for the 2009-2010 Academic School year be approved. First of two readings Melissa.

Melissa: This is the same deal as for the Constitution. The first Article defines the Committees. HCIC was officially added last year. We are going to talk some more about committees later and you will sign up next week. Article II outlines financial policy, which is really important to you as Reps. We will be going over this information in Open Discussion, but this is a good thing for you to look over and consult when preparing or voting on a reading. Section IV talks about Budget and the final section talks about publicity. Any questions?

Jon, Steuben: Which article is your favorite?

Melissa: I don't have a favorite

Jon, Steuben: Do you have two favorites?

Dayshawn: Melissa please step out.

Melissa steps out.

Dayshawn: So here we are again.

Mike, Monroe: Is there a reason as to why the flyers need an SA logo?

Dayshawn: We are an SA funded organization so whenever we have a program we're using that money. So the SA logo needs to be on flyers.

Ashley: This can be found on the SA website.

Dayshawn: You also need IRC's logo.

Mary: Just a side note—if questions are asked, Executive Board members cannot answer questions regarding the reading, only procedural ones.

Dayshawn: All those in favor?

Reading passes 29-1-1

Mike, Monroe: How do we know it's a two week reading

Mary: It says it right on your agenda.

Dayshawn: Anything over \$75 will require a two week reading. Be it resolved that item 03-0910 to appoint Nikki Lynn, Area Coordinator of Dante House and Suffolk Hall, advisor to IRC. First of two readings Nikki.

Nikki: I'm the AC of Dante House and Suffolk Hall. This is my 3rd year at Geneseo. I'm a professional staff member. I'm not a student. I went to Oneonta for my undergrad, while there I was involved with NRHH, I was the president of NRHH, a recognition coordinator, an RA, and an anthropology major. I then obtained my Masters in Higher Education Administration from UB. When I came here I first was the RD of Jones then moved to be an Area Coordinator. I was the advisor of NRHH for two years. I wanted to find a new challenge, I therefore stepped away and let other staff members fill that spot. I'm looking forward to learning about IRC, working with you, getting to know the ins and outs, and getting to know new students. I've been dancing my entire life. I teach ballet and am a modern dancer. I'm from Norwich, New York, my favorite color is purple. I love the moose. (snaps)

Nikki: Marty the moose is the NEACURH mascot. I've been to regionals, minis, subs, everything. That's one of my favorite parts. Are there any questions?

Carolyn, Wyoming: Do you think you love the moose more than Kevin does?

Nikki: I don't know about that. My best answer is that I love the moose just as much as the largest moose antlers could be. I was vacationing in Portland Maine this summer and they have this store called Cool as a Moose, where EVERYTHING is moose! And I got a t-shirt there.

Jon, Steuben: Do you think you'll have enough time?

Nikki: Absolutely. But sometimes I need to be away from campus for my job. I budgeted my time out accordingly so that I can support the E board and all of you.

Melissa: Are there any other questions? Seeing none, Nikki please step out.

Nikki steps out.

Melissa: If you're wondering what the role of the advisor is, check our constitution, article V.

Jon, Steuben: Are they all your favorite?

Melissa: I'll think about it. Nikki could you please step out.

Mary: Any other questions for Nikki can be held until next week.

Theo, Genesee: Nikki was my RD last year and she's awesome.

Mike, Monroe: Is she the only one we can vote for?

Melissa: You can vote no confidence or abstain. Any other comments? Move to a vote. Week one reading passes 31-0-0 please open the door for Nikki...Nikki the first reading passed we'll see you next week.

Nikki: Okay.

Open Discussion:

Melissa: This is a lot of info. If anyone has a question, please ask and we will answer it. I'm going to go over the basic steps to request funding. There are tons of details on the sheets in your binder and you should look over them and let me know anytime if you have any questions. The first step in obtaining funding is getting the correct drawing form. A new form was added for this year, so this got a little trickier. All of these forms are included in your binders, and you can get them in the SA office or off the IRC website. If your Hall Council is doing a program alone, you just want to use the RC Drawing Fund form. If you are collaborating with other Halls, you want to use the Hall Collaboration Form. If you are collaborating with an RA, you want to use the RA Collaboration Form. This is the new form that I alluded to earlier, and the purpose of it is just to encourage good collaboration. You need to include in your rationale who is contributing what in terms of resources and manpower. One important note is that RAs can't be reading presenters, they can only answer questions. Finally, if you are doing a program that promotes physical or mental wellness, you will use the drawing fund form. Each of the forms is a little different, but they all require some of the same things. You definitely need to know the date you are submitting the form, the date of the event, the hall hosting and the president. You also need to have an event contact person and a reading presenter. The reading presenter listed on the form must be the person who presents at the meeting. The bottom half of the form has more details on the program. IRC works in percentages, and you can ask for any percentage of funding you want. One really important thing is that you need the signature of your hall council president on all forms. The RA form also requires the signature of an ARD or RD. Readings can't go on the agenda without this. You also need to include a typed rationale explaining the event and having a full price breakdown. A full price breakdown includes each item, the quantity, the price and where the item is being purchased. Please note that IRC does not fund tax and we only fund reimbursements. You also can't get funding for things that have already been purchased or programs that have already happened. Okay, once you have the drawing form and rationale filled out, you need to submit it to the SA office in the College Union Room 316 and have it initialed and timed by me, Nancy or Kate. These need to be in by **Friday at noon** to be put on the agenda. At the Monday meeting, the reading presenter will come in front of the General Assembly and explain the program. All the reps will be allowed to ask questions. Then we will discuss the reading and vote on it. If your reading is approved, you will see Mary after the meeting and get her your receipts within 2 weeks of your program. When you advertise for your program, you must include

the IRC and SA logos and the phrase “Supported by Mandatory Student Activity Fees”. Does anyone have any questions?

Jon: Why don't they fund tax?

Melissa: SA doesn't fund tax.

Mary: We are tax exempt.

Trish, Putnam: What time are the proposals due on Fridays?

Melissa: At noon in College Union Room 316...programs that ask for \$75 and under are one week readings. And if you're using a contract need to have Haleema approve it.

Tim, Niagara: Why would you need a contract?

Melissa: If you were going to have a DJ, an inflatable, a performer. It's a great idea to go to other sources too. There are CAS grants, Upstate Escapes, and your own hall councils have money too. Reps like to see that you've explored multiple avenues. They can also motion to amend a percentage.

Tim, Niagara: On the agenda for “Northside Ball,” it requests \$50, which is 50%, not 100%.

Melissa: If the program is \$100 and you request 100%, you're asking for \$100. Good catch. (snaps)

Melissa: When you advertise you must have the IRC and SA logos the SA logo you can get from the SA website. One more note—we did this last year and original idea came from Teresa of Saratoga. (snaps)

Mock Readings

Carly, Monroe: What could you use 100% funding for?

Melissa: If you think that it's appropriate.

Beth: We (the E Board) don't make any comments on that.

Mary: Also, each hall has a set amount of funding through their hall council anyways.

Tim, Niagara: Can the halls fundraise more?

Ashley: If the halls are going to fundraise, they need to fill out a form, which needs to be signed by Chip Matthews.

Mike, Monroe: Is it possible to fundraise for ping pong paddles?

Melissa: There are separate funds for that.

Nikki: You may talk to your RD about that.

Avi, Niagara: So that's drawn out of the RC drawing fund?

Melissa: Correct, if that fund was depleted, I could go to SA for more money

Mike, Monroe: Could we charge admission?

Melissa: Yes, you could, but you might want to think about the impact it would have on your program first.

Collin, Wyoming: Can we fundraise for our hall improve fund?

Nikki: Every hall has a set amount of money to buy board games and equipment, if that runs out you can definitely fundraise. If you have specific questions about specifics talk to your RD.

Kevin: I'm Kevin she's Ashley we're the co NCCs. There is a regional conference coming up relatively soon. Its three days of being crazy, super loud, and if you don't lose your voice your probably not a good delegate. You get to learn and get programs to bring back to Geneseo.

Ashley: The conference will be held at RPI up in Albany the dates are November 13th -15th that's Friday, Saturday, and Sunday. The conference fees and travel are completely covered for you if you're chosen. Geneseo has really made its name in NEACURH; we're hoping to continue that.

Kevin: The theme this year is “Where in the World is Marty the Moose?” I will dress up as Where’s Waldo and Carmen Sandiego.

Ashley: There’s a lot of school spirit, every school makes a banner. Last year it was Marty’s Rock Band. You don’t have to have artistic talent. They also pass around the spirit stick.

Nikki: It’s rotating, like a game show.

Ashley: It is ten times bigger than any cheerleading competition you will ever go to. We lift Kevin sometimes.

Kevin: It’s awesome.

Ashley: Last year we got the most spirited school so we got to take the spirit stick. We get to add something to it too! Everyone at the conference carries around lanyards with clothes pins attached to them.

Kevin: You get so much free stuff too!!!!

Ashley: We went to a conference in Arizona over the summer. I have t shirts from Miami University.

Carly: How many people get to go?

Kevin: 1 to 5 people, so it’s pretty competitive.

Carly: How do you decide?

Kevin: We’re handing out applications in one second. On Marty Day, we see how you interact with a room full of people.

Avi: What other conferences are there?

Ashley: There is one in the fall and one in the spring.

Kevin: Spring’s theme is Finding Mount Marty.

Nikki: There are weekly meetings to go to as well.

Ashley: Once a week. Also there are presentations to go to. Cool school programs. There is a list of all the programs you can choose and pick. Last year our program on ice breakers

Avi, Livingston: What days is it?

Kevin: November 13th to 15th.

Ray: How much does it cost?

Mike, Monroe: It’s free Ray. With tambourines!!!!

Ashley: You also don’t sleep that weekend.

Kevin: It’s like college pretty much. We will be staying after and a lot of e board members have also gone to conferences.

Jon, Steuben: I didn’t know what I was getting into until I was there.

Ashley: Any other questions?

Kevin: Applications are going around RIGHT NOW. Thank you!

Melissa: There’s one last thing and then we’ll be done. Responsibilities of Reps—this is all outlined on the first sheet in your binder, but I’m just going to highlight the main points. Obviously, you need to attend both the IRC meetings and your Hall Council meetings. If you don’t have reps at both IRC and Campus Round Table, your hall will go into Bad Financial Standing for two weeks and be unable to request funding. Each week at IRC, we will have a sign in sheet and you must sign in before Treasurer’s time. One of your main purposes as a Rep is to relay information back and forth between the two groups. We share important info here that you want to bring back to your Halls, and we want to be informed on what is going on in your Hall. IRC is also a great place to bring concerns about anything going on at Geneseo, because the minutes are read by a lot of people and it’s a way to bring change. This is also facilitated through Open Discussions and through my meetings with administrators. You obviously also play a role in voting to allocated mandatory student activity fee money and have the chance to ask for money yourself. You also will serve on one of three committees, which will be explained next week. Most people have regular office hours. Next week you’ll get min and it has emails and office hrs. Any other questions?

Melissa: Finally, office hours.

Kevin and Ashley: Our office hours are Mondays and Wednesdays from 2:30 to 3:30 in the IRC office in the basement of Monroe, except that this Wednesday we will be in the Union Ballroom at the Student Expo.

Dayshawn: My office hour will be Wednesdays 12:30 to 1:30 in the SA office.

Deanna: My office hour will be Thursdays from 12:45 to 1:45 in the NRHH office, CU 310.

Adjournment: 9:14