

1st SA 2011-2012 Board Meeting
2011-02-09

Agenda:

1. Valentine's party
2. Project planning system
3. Winter symposium evaluation
4. Ideas and plans for half a year
5. Congratulations on birthdays for people
6. WEB page development
7. SA room redecoration
8. Junior Achievement Latvia "Shadow Day" project
9. Open doors day on 21st of March

Things that were discussed:

Valentine's party

Main issue raised by Party.com Sabine was about free drinking cards due to the fact that they can reasonable increase costs of any party.

First of all, it was decided to keep up the previous division order of free drinking cards: 3 cards for current SA members, 2 cards for previous SA members and 1 card for previous previous board members.

Moreover, free entrance will be given to all associates of all committees as a token of appreciation. Free drinking cards would be given only for the most hard working helpers.

Finally, the number of free drinking cards used during the party will be followed in order to see if there is a necessity to make new ones.

Project planning system

IT.com Erko introduced to the rest of the board a new project planning called Basecamp. It is an online management system providing possibilities to keep all projects and files in one place, keep the board's discussions centralized, set deadlines and overview not only your but also others' *to do* lists. Therefore, using this system will help not to forget about your *to do's* and to keep up a constant communication and between all SA members. Furthermore, it is a valuable legacy for the next board.

Ideas and plans for half a year

It was decided that each committee chairperson will prepare a *half year plan* which will be sent to sponsors and presented to administration.

WEB page development

In order to make the Student Association's webpage (www.association.lv) more attractive to students it has to be constantly updated with the latest and actual information. Moreover, some more interesting sections should be included, e.g. Job offers section, Internships offers, etc.

Open Doors Day on 21st March

The Open Doors Day will take place on 21st of March.

Some members from SA board should be in SA room from 2pm to 5pm to communicate with undergraduates and provide them with information about Student Association's work, organizations, current projects, students' life, etc.

SA room redecoration

It was decided that SA room has to be cleaned and reorganized. Some old and useless things should be thrown out, some new shelves and small things (such as stationary materials) should be bought.

Media contact list

SA account should be created in order to have all the media contacts in one place.

Students Database

It was decided not to create a new database, clean old ones and use LinkedIn website by creating a separate SSE Riga section there.

Meeting with administration on 28th of February at 4pm

SA 2011-2012 will meet with school's administration to discuss future plans and collaboration possibilities.