

1st Board Meeting

5th January, 2012
19.00

Agenda

1. Communication

- Communication will be held via e-mail SAboard2012@sseriga.edu
- Basecamp will be used for big projects
- Closed Facebook group for more informal communication
- Dropbox for sharing files
- Collecting materials, documents, information and ideas. Each committee will have to prepare a half-year plan with tasks, events, expenses and contact persons that can help to fulfil them. This has to be done before the meeting with Diana next week (starting from 09.01.2012). Meetings with Diana, administration and RGSL board are being held in the nearest future.
- Half a year plan has to be shared with other board members through dropbox.

3. Urgent duties:

Business cards

- Will be made for everyone in the SA board. Anyone from SSE Riga can buy them though
- PR com will make 2-3 examples from which the best one will be selected by the board. (One example on a white background, the other one on dark blue)
- All board members help to find the best deal on business cards (using contacts etc)

Photos

- Find a place for a good photo

Webpage update

- Twitter and Facebook links will be added to the www.association.lv webpage
- A box for anonymous suggestions
- All chairpersons will be added as administrators on Facebook page
- Youtube channel has to be organised
- Connecting Facebook to Twitter – all updates made on Facebook will automatically go to Twitter account aswell

Joint SA greeting file

- Written by the president and the vice-president; improved by the board if necessary

(including greetings to sponsors and anyone else who would like to see it)

4. Closest events:

Winter symposium

- Spreadsheet for sign-ups
- Might be a global warming edition if there is no snow
- Will be held on the 28th of January

Valentine's banquet

- Will be held together with RGSL in February