



## RHA B.O.L.D. Meeting

Meeting Date: September 9th, 2019/Call to Order: 7:01

### A. Reminders:

- a. Brag Bags
  - i. Bragging on good things that have happened related to B.O.L.D. or RHA or Events
- b. Attendance IS mandatory!
  - i. Always be dressed in business casual!

### B. Speaker(s)

- a. Share the Wealth (Stress Management) - Kaitlyn
  - i. Ice Breaker: Bingo
    - 1. Find someone who experienced something from the card
  - ii. Things to know about stress
    - 1. Stress affects everyone
    - 2. Not all Stress is bad
    - 3. Long-term stress can negatively affect your health
    - 4. If you feel overwhelmed by stress, please seek help.
  - iii. Coping with Stress
    - 1. Analyze the Situation
    - 2. Dedicate more available time to the task
    - 3. Apply what you have already learned to your daily life
    - 4. Talk to someone who has a direct impact on the situation
  - iv. Test your stress
    - 1. Ways to manage stress
  - v. Resources page
  - vi. Pictionary

### C. Old Business:

- a. Committees
  - i. Budget
    - 1. Sponsorships coming in go here first
  - ii. Constitutional
    - 1. Help garrett fix up the constitution
    - 2. Make changes and updates
  - iii. Public Policy
    - 1. Making campus a better place
  - iv. Results will be announced later in the week
- b. Parli-Pro Presentation

- i. Parliamentary Procedure: Set of guidelines for meeting
  1. Motion requires a second to be supported
  2. Common motions
    - a. Move to hear \*bill\*...
    - b. Move to end Q&A
    - c. Move to end discussion
    - d. Move to recess
    - e. Raise your placard to make a motion
  3. Points of Order: interruptions
    - a. Point of information: if you need to ask a question
    - b. Point of Clarification: Used when you are giving information
    - c. Point of personal privilege: used to make an immediate request
    - d. Point of parliamentary inquiry: used to clarify the correct parliamentary procedure
    - e. Point of Order: Used to call attention to issues as they arise
  4. Move to table to: if you don't feel confident about a bill you can move it to another week
  5. Voting:
    - a. By placard or by secret ballot(if you don't want to know others votes)
    - b. Must have 50% plus one to vote
    - c. 2/3 majority for budget, bylaws, or articles
    - d. Voting options are for, against, or abstain
    - e. Vote by consent: unanimous consent

#### **D. New Business:**

##### a. CampusLink Lesson

- i. Information about any organizations can be found here
- ii. Each organization must use campus link
- iii. Each Board of Directors has a campus link page
  1. As lead board of directors you will have access to campus link to post events
  2. Each ARCE has a swiper for checking attendance count
  3. How to create events (submit 1 week in advance or even more before)
    - a. If event is not approved make sure you just do the swipe in on excel
    - b. Manage organizations>Events>create event>enter title>Select theme>enter description>add date and start time/add end date/end time>Choose who you show event

to(select students and staff at oklahoma state)>select 7 categories> Select perks (can click multiple)>upload a flyer>click next

4. Track attendance

- a. Copy swipe access code and then go to swipe page, enter the code, and then you are ready to swipe. Don't press submit until you are all done
- b. If someone doesn't have an ID get email and then you can enter that after

b. Budget

- i. Went over budget and each allocated amount

c. Situational Learnings

- i. How do you run your BoD Meetings?

ii. One of your BOD members always has a member not attending events or meetings

1. Go to them and talk directly
2. Go to ARCE and ask them for help
3. Give the information to the person after if you can't work around the situation
4. Document the attempts to try and get them involved
5. Take attendance at meetings

iii. One of you members is unable to meet at the time of the meeting

1. Keep a google drive record of meeting minutes
2. If there is extra help needed communicate with them after the meeting so they have the opportunity to help

iv. You need last minute supplies and cant get ahold of your ARCE

1. Do not spend your own money!!!
2. Only an ARCE will have a P-Card
3. Plan ahead and this will not be an issue

v. One of your members does not participate or engage in the meeting

1. Figure out their leadership style, everyone is different
2. Make sure everyone has an equal opportunity to be involved
3. Ask one on one and see if there is something else going on
4. Have a "hang out" to make everyone feel comfortable

**E. Officer Reports:**

a. President

- i. Put your position next to your name in Slack

1. Example: Lauren Tiller- BOD KPF

- ii. Discuss Google Drive Rules

1. How to google drive- please follow these guidelines
- iii. Work on getting 1 month ahead of your events!
  1. Flyers should be done AT LEAST 1 week before the event.
  2. Shopping lists should be done MORE than 1 week in advance (especially if you have online orders).
  3. Work harder in the beginning to get ahead, then just keep a steady pace of 1 month in advance.
    - a. Think of things in terms of 2 months at a time
      - i. "What do we have to complete for this months events?"
      - ii. "What events do we have planned for next month?"
- b. VP Administration and Finance:
  - i. Any budget questions, please ask!
- c. VP Involvement:
  - i. Send Caitlin your events and meeting times
  - ii. @channel to get responses
  - iii. Homecoming meeting is tomorrow- Jones Seminar Room Alumni Association at 9pm
    1. Bring a notebook, pen, your attention, do NOT miss this
- d. VP Programming:
  - i. Trivia night tomorrow in wentz lounge from 7-9 pm
- e. VP Marketing:
  - i. Next week chideha will take a picture during the meeting for the website
    1. BE IN BUSINESS CASUAL ]
  - ii. Event flyer form if you fill it out please note
    1. Team is not large put in requests really early (2 weeks in advance of when you need it)
    2. Only three requests each semester
  - iii. Message Chideha on slack when you fill out the report
  - iv. Event flyer request for is on the homepage
- f. VP of National Communications:
  - i. SWACURH Applications go out next week! From 9/16 to 9/27.
    1. Come ask if you have questions
    2. October 31 to November 3rd
    3. You all are more than welcome to apply and please pass it on to your BODS
  - ii. Case Study Committee
    1. Competition
    2. Situation type case
    3. Topic: Student Health
  - iii. Bid-Writing Committee

1. Submit bids to swacurh with little presentations about what is good on campus and student staff
  2. This is a task force that works to make information put into a powerpoint but we need people to help with that
- g. Grad Advisor (Assistant Coordinator):
- i. Homecoming is coming!!
  - ii. Information we need from you all
    1. Please make sure if you have some serious information put it in slack
    2. If you ever have questions or concerns please let Hayden know
    3. [leadarce@okstate.edu](mailto:leadarce@okstate.edu)
- h. Advisor (Coordinator):
- i. It is mandatory you put you events on campus link
- i. Liaisons:
- i. Hani (EcoReps)
    1. If you want to be an EcoRep for your hall you can still apply
    2. Osurha.com is where you can apply
    3. Tailgate Recycling happens at all home games and you can get volunteer hours
    4. [sgasustainability@okstate.edu](mailto:sgasustainability@okstate.edu)
  - ii. Daniel (SGA RHA Senator)
    1. Happy to work with yall!
    2. [aaron.hoelting@okstate.edu](mailto:aaron.hoelting@okstate.edu)
    3. If you have any ideas on how to improve the halls please let him know so that this can be brought to the attention of SGA
    4. Job: relay information to Student Government Association on our behalf and the residents behalf

## F. HOMEWORK

- a. Put in lead directors slack that contains
  - i. How your last event went
  - ii. Details on upcoming events
  - iii. If we were to provide you food what would you want that to be?

## G. Hall Reports:

- a. Bennett:
  - i.
- b. Booker-Stinchcomb:
  - i.

- c. Commons (North):
  - i.
- d. Commons (South):
  - i.
- e. Commons (West):
  - i.
- f. Iba:
  - i.
- g. KPF:
  - i.
- h. NoMoMorr:
  - i.
- i. Parker:
  - i.
- j. Patchin-Jones:
  - i.
- k. Stout:
  - i.
- l. Village CASNR+B:
  - i.
- m. Village C+D:
  - i.
- n. Village E+F:
  - i.
- o. Wentz:
  - i.
- p. Zink-Allen:
  - i.

#### **H. Informal Discussion**

- a. Brag Bags
- b. Any extra questions?

#### **I. Adjourn**

- a. @ 8:59PM