Student Advisory Council – Minutes 2017-18

Date of Meeting:

Facilitator(s):

Notetaker:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Rebecca Michael (BASW-JR)** |  | **Aisha Qadri (EDP-1)** |  | **Tascha Johnson (Day-1)** |  |
| **Cossette Woo (BASW-SR)** |  | **Samantha Kern (EDP-1)** |  | **Siobhana MeEwen (Day 1)** |  |
| **Mallory Van Abbema (AdvSt)** |  | **Gabriel Gonzalez (EDP-2)** |  | **Eric Agyemang (Day-2)** |  |
| **Gaby Zumaeta (AdvSt)** |  | **Steph Landdeck (EDP-2-Eve)** |  | **Pedro Marquez (Day 2)** |  |
| **OPEN (PHD New)** |  | **Nidhi Berry (EDP-3-Eve)** |  | **Lin Murdock (Admin, ex-officio)** |  |
| **Hazal Ercin (PHD Cont)** |  |  **Gabrielle Nonast (EDP-3-Eve) IS SHE EVE OR WKD?** |  | **Tessa Evans-Campbell (ADAA, ex-officio)** |  |

**Quorum - Need 60% (9/14) Quorum met?\_\_\_\_\_\_\_**

**Welcome** (list any guests, take note of any reflections)

I.

II.

**Consent Agenda** (take note of approval of meeting agenda and minutes; briefly list any issues that come up)

I.

II.

**Updates & Announcements** (take note of any old business items, discussion items/ reports)

I.

II.

**Business Items** (Briefly and concisely take note of action items)

I.

II.

**Reports** (Briefly and concisely take note of any important details related to reports)

I.

II.

**Comments, Concerns, and Acknowledgements** (Include any presentation items presented or discussed, items brought up to review, feedback relevant to agenda or meeting items, etc)

I.

II.

**Parking lot (Upcoming Agenda Items)**

**Meeting Review** (take note of member action commitments, future agenda items, any items related to evaluating meeting and or adjournment)

1. Facilitator(s) next meeting -
2. Notetaker(s) next meeting -
3. Round Robin of commitments
	1. Cossette -
	2. Rebecca -
	3. Gaby
	4. Mallory
	5. Hazal –
	6. Jessica-
	7. Eric -
	8. Pedro -
	9. Tascha -
	10. Siobhana -
	11. Nidhi -
	12. Gabriel -
	13. Steph -
	14. Gabrielle -
	15. Aisha - -
	16. Tessa -
	17. Lin -

**General Tips:**

* Aim to record key themes not verbatim comments – be brief and concise
* Record key outcomes including decisions made, actions agreed to, and open issues
* Record exact words for motions as well as who motions, who seconds the motion, and results of voting
* Include context to help an uniformed reader to understand what happened in the meeting
* Please make sure to make notes about everyone’s commitments during the round robin at the end of the meeting.
* If you are unclear of something you wish to record, interrupt the meeting to ask for clarification.
* Use a third person voice for recoding minutes
* Use roman numerals and letters to organize details
* Type in Times New Roman font, size 12

**After Completing minutes:**

* Send out minutes as soon as possible to sacssw@uw.edu email list and ask for any revisions/corrections. Give at least 3 days to respond and include a date for the responses in the email.
* After the 3+ days have passed, send another email with the final version of the minutes and ask for a vote. Tally vote until you reach the level of quorum for approvals. Then let everyone know minutes were approved so Lin can get them posted on the SAC website. At that point, SAC reps may distribute them as they wish (on facebook or send link to SAC website where the minutes are posted.)