I. Meeting Called to Order at: ________

II. Roll Call

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Present</th>
<th>Tardy</th>
<th>Absent</th>
<th>Excused</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Chair:</td>
<td>Brendan McQuillan</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vice Chair:</td>
<td>Brannon McQuillan</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Secretary:</td>
<td>Danielle Marrufo</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Publicist:</td>
<td>Maria Vicente</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Manager:</td>
<td>Juvette Kahawaii</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Event Planners:</td>
<td>Kristy Acia</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Destiny Rodriguez</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Gabe Lubbess</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Shanelle Bolner</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advisors:</td>
<td>Shara Mahoe</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Guests:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

III. Establish Quorum: Y/N

IV. Approval of minutes from November 25, 2015
   Motion: ________________ Second: ___________________ Consensus

V. Executive Chair Report: Brendan

  5.1 One-on-one
  5.2 Spring Semester
  5.3 Promo items
  5.4 By-Laws and Constitution
  5.5 Finals Week Clean Up
  5.6 Decorations on Thursday
VI. Vice Chair Report: Brannon
   1. Week of Welcome
      Allocation of no more than $400 for Week of Welcome for food, beverages, prizes, logistics, and giveaways.
      
      Motion: ___________________________ Second: ___________________________ Consensus

VII. Business Manager’s Report: Juvette
   7.1 Budget Update
      Allocation of no more than $1000 for ISA for food, beverages, prizes, supplies, logistics, and, giveaways.
      
      Motion: ___________________________ Second: ___________________________ Consensus
      Allocation of no more than $200 for prizes for SAC loyalty cards for prizes and logistics.
      
      Motion: ___________________________ Second: ___________________________ Consensus

VIII. Secretary Report: Danielle

IX. Publicist Report: Maria

X. Event Planners Report:
   10.1 Kristy:
      a) Orientation dance

   10.2 Destiny:

   10.2 Gabe:
      a) Game Night Study Hall
      b) Cookies and Ornaments
      c) Dorm Informs
      Allocation of no more than $1500 for Spring Semester Dorm Informs for food, beverages, prizes, supplies, logistics, and, giveaways.
      
      Motion: ___________________________ Second: ___________________________ Consensus
      d) Pool Tournaments
      Allocation of no more than $1500 for Spring Semester Pool Tournaments for food, beverages, prizes, supplies, logistics, and, giveaways.
      
      Motion: ___________________________ Second: ___________________________ Consensus

   10.3 Shanelle
      a) Holiday Party
      b) Orientation dance
Allocation of no more than $1000 for Orientation Glow Dance for food, beverages, prizes, supplies, logistics, and giveaways.

Motion: __________________________ Second: __________________________ Consensus

XI. Unfinished Business:
   a) Hoolaulea meeting

XII. Advisor Report: Shara Mahoe:

XIII. Guests:

XIV. Adjournment:
      Meeting Adjourned at: __________