



PSPS Student Council Weekly Meeting Minutes

October 9, 2014 2:30pm, Study Room, 3rd floor, PSPS Building

Meeting Called By	Student Council
Type of Meeting	Weekly Meeting
Name of Meeting Facilitator	Terry Lee
Minute Taken by	Suhyun Bae
List of Attendees	Terry Lee, Sarah Navarro, Anthony Kitema, Abraham Saka, Yath Sreyvanna, Suhyun Bae

Summary of Discussion	Yearbook		
Conclusions	Budget Yearbook for next Student Council		
Action Items		Person Responsible	Deadline
Collect 2014 1 st , 3 rd Semester Students' photos		President	TBD
Count the numbers and project budget for yearbook		Treasurer	

Summary of Discussion	Bank Statement		
Conclusions	Prepare a Bank statement for the whole term		
Action Items		Person Responsible	Deadline
Organize receipts		Student council	3 rd Nov
Translate in English / make a simplified version		Treasurer	
Upload when it is ready			



Summary of Discussion	Code of Conduct		
Conclusions	Make a Code of Conduct for future council/students to refer		
Action Items		Person Responsible	Deadline
Finished Code of Conduct Draft Send it to office for Dean/Vice Dean's review Prepare Class/Study room Code of Conduct		Student council	3 rd Nov

Summary of Discussion	Orientation for new students		
Conclusions	Organize a separate Student Council orientation apart from Office		
Action Items		Person Responsible	Deadline
Rent Chunma Art Center, Sapphire Hall, 3F Prepare Snacks / Games for socializing Q/A Session		Student Council	24 Oct

Summary of Discussion	Election Day		
Conclusions	Election for new council		
Action Items		Person Responsible	Deadline
Give students 2 weeks to get to know each other Closed ballot voting system		Student council	2 Nov

Summary of Discussion	Mentor-Mentee program		
Conclusions	Waiting list from the office		
Action Items		Person Responsible	Deadline
Office is working on the mentorship program Send student Council orientation package ASAP Let mentors to contact their mentees		Student council	ASAP



Observers	None
Next Week's Agenda	Election Day Yearbook When to upload Code of Conduct Bank Statement