# 2025 INDIANA MEMORIAL UNION BOARD OF DIRECTORS

Thursday, 01.16. 2025, Commenced: 6:00

## ATTENDEES:

### Directors:

Elisabeth Melms- here Clara Licklider- here Salima Al Battashi- here Mickey Makai- here Martha Abraham- here Sanjana Jain- here

Evan Buschman- here Ishan Mahajan- here Soﬁa Sanchez- here Reid Sprenkle- here Adin Monroe- here Tori Rowe- here

Henry Ratterman- absent Asha Meyer- here

Shraavya Pydisetti- here Nicole Liu- here

Khushi Monga- here Amalee Strupp- here

Hank Walter- here

Ja Quita Joy Roberts- here David Miller- here Danielle DeSwawal- here **Advisors:**

Ian- here Teresa- here **Guests:**

## COMMITTEE REPORTS: N/A DISCUSSION ITEMS:

### Meeting Overview and Key Discussions

The recent meeting marked a pivotal moment for shaping the direction and priorities of the organization, laying the foundation for upcoming projects and operational strategies. It included essential discussions on general expectations, proposal evaluation, event planning, committee engagement, recruitment, and the transition of the advisor role.

Below is an in-depth summary of the discussions and decisions made during the meeting.

### General Expectations and Meeting Procedures

A key focus of the meeting was establishing clear expectations for organizational operations and meeting conduct. Directors were reminded of the importance of professionalism and consistency in their roles, including attendance, timely responses to emails, and adherence to deadlines. To foster honest decision-making and reduce potential

biases, a blind voting process was introduced. This change aims to create a more inclusive and fair environment, ensuring that all voices are valued equally.

To maintain order and structure during discussions, the team agreed to adopt Robert’s Rules of Order. This formalized approach will guide all meetings, with motions and seconds required for decisions. By implementing these parliamentary procedures, the organization hopes to streamline decision-making, encourage constructive debate, and ensure transparency.

### Proposal Evaluation and Event Planning

One of the meeting’s core discussions centered on how to evaluate and plan events more eﬀectively. A standardized approach to proposal submissions was introduced, emphasizing the importance of providing a comprehensive overview, answering logistical questions, and aligning proposals with the organization’s mission and goals. Each proposal will now be reviewed to ensure it adds value to the Indiana University (IU) community, promoting diversity, engagement, and innovation.

To enhance event organization and collaboration, the team decided to use Trello, a project management tool. Trello will serve as a central hub for tracking progress, assigning tasks, and maintaining clear communication among team members. This change aims to minimize confusion and ensure that all events are executed smoothly.

When planning events, these steps will be followed:

* **Proposal Development**: Submit a detailed plan outlining objectives, logistics, budget, and expected outcomes.
* **Approval Process**: Proposals will be reviewed and approved by the BA team, ensuring alignment with organizational and monetary priorities.
* **Marketing and Promotion**: Utilize available resources to maximize outreach and participation.
* **Execution and Evaluation**: Implement the event as planned and gather feedback to assess its impact and identify areas for improvement.

We stress that even if you think the event will get tossed out later, still use trello for small ideas so that way Mickey and the rest of Exec can connect you to outside sources when these ideas are dropping and not when it seems impossible to complete.

### Committees and Engagement Strategies

Committees play a vital role in the organization’s success, and their eﬀectiveness depends on active participation and strong leadership. Weekly committee meetings will commence in February, with attendance being tracked to ensure accountability. Committee chairs are tasked with fostering an inclusive and collaborative environment, encouraging members to contribute ideas and take ownership of their projects.

To support committee engagement, the team emphasized the importance of clear communication channels. Slack will continue to serve as the primary platform for day-to-day communication, while email will be used for formal updates and announcements. Regular check-ins and feedback sessions will also be conducted to address challenges and celebrate successes.

### Recruitment Initiatives

Recruitment emerged as a top priority for the organization, with a focus on attracting talented and committed individuals to join the team. The following initiatives were outlined:

1. **Assistant Director (AD) Applications**: Directors were encouraged to promote AD applications within their networks. The deadline for submissions is January 23, with interviews to follow shortly thereafter.
2. **Winter Involvement Fair**: Scheduled for January 22, this event provides an opportunity to connect with potential members and showcase the organization’s mission and activities. Directors are expected to attend and actively engage with attendees.
3. **Callout Meeting**: Taking place on January 29, the callout meeting will serve as a platform to welcome new members, introduce them to the organization, and outline upcoming opportunities. Directors were reminded to prepare talking points and materials to ensure a successful event.

By implementing these initiatives, the organization hopes to build a diverse and dynamic team, fostering creativity and collaboration.

### Transition of Advisor Role

A signiﬁcant portion of the meeting was dedicated to discussing the transition of Ian, the organization’s longtime advisor, to a new role. This change presents both challenges and opportunities, as the team adapts to a new leadership dynamic. Teresa, along with the house committee, will lead the search for a new advisor, with the goal of completing the transition by April.

During this period, the executive team will provide additional support to ensure continuity and stability. This includes:

* + **Streamlining Procedures**: Simplifying processes to minimize disruptions.
  + **Software Tools**: Leveraging technology to enhance communication and project management.
  + **Mentorship and Training**: Preparing the new advisor to seamlessly integrate into their role.

Ian’s contributions were acknowledged with gratitude, and the team expressed their commitment to building on his legacy while embracing new opportunities for growth.

He quotes: “I am not dying. I am going quite literally to Franklin Hall. If you ever have any questions or need help with anything. I am right there and a text away. We have had a lot of conversations about how everyone will be supported so it will be a great semester. Do not worry. I have been with UB for like 3 and a half years so this was not something I wanted to let go. When I realized I needed to move forward, I could not think of a better group of people to pass this oﬀ towards. You all will do great. You have the passion. Do not worry about the skills- those can be learned. But you all have the passion to strive. I will show up to the events. So we have eight days together. Let's make the most of it. I will be setting up some times to chat. Thank you for the experience.”

### Action Items

The following action items were identiﬁed to ensure progress on key initiatives:

### Party for Paciﬁca

One of the major upcoming events is the "Party for Paciﬁca," a weeklong cultural celebration in collaboration with the Paciﬁc Islander Student Association. This event aims to promote cultural awareness and foster a sense of community among students. Key details include:

* + **Budget**: The organization will contribute $5,000 to support marketing, setup, and resources.
  + **Logistics**: Detailed planning is underway to ensure the event’s success, including securing venues, arranging performances, and coordinating with vendors.
  + **Marketing**: A comprehensive marketing strategy will be implemented to maximize attendance, including social media campaigns, posters, and word-of-mouth promotion.

Directors were reminded to prioritize this event during the retreat, ensuring all aspects are thoroughly planned and executed.

### Winter Involvement Fair and Callout Meeting

These two events are critical for recruitment and outreach:

* + **Winter Involvement Fair (January 22)**: Directors are expected to actively engage with attendees, answer questions, and distribute promotional materials.
  + **Callout Meeting (January 29)**: This event will serve as an introduction to the organization, with presentations on its mission, values, and upcoming opportunities. Directors should prepare talking points and visual aids to ensure a polished and professional presentation.

### Upcoming Retreat

The retreat, scheduled for January 24–26 at Bradford Woods, is an opportunity for team building and strategic planning. Directors were asked to conﬁrm their attendance and prepare the following:

* + **Proposals and Ideas**: Share suggestions for improving operations and enhancing member engagement.
  + **Personal Objectives**: Reﬂect on individual goals and how they align with the organization’s mission.
  + **Team Building Activities**: Contribute ideas for activities that promote collaboration and camaraderie.

### AD Applications and Recruitment

Promoting AD applications is a top priority, with a deadline of January 23. Directors were encouraged to reach out to potential candidates and highlight the beneﬁts of joining the team. The recruitment process will emphasize inclusivity and ensure that all candidates are evaluated fairly and transparently.

### Conclusion

The meeting set the stage for a productive and impactful semester, with a clear focus on enhancing organizational operations, fostering engagement, and promoting inclusivity. By implementing the outlined strategies and action items, the team is well-positioned to achieve its goals and make a meaningful impact on the IU community.

As the organization moves forward, continued collaboration and communication will be key to its success. Directors were reminded of their critical role in shaping the organization’s future and were encouraged to approach their responsibilities with dedication and enthusiasm.

## ANNOUNCEMENTS & UPDATES:

**Adjourned: Watch Your Slack and Have A Wonderful Night!**