MONTHLY REPORT

Chief of Staff Noah Carville
October 2012

Submitted November 7, 2012

Project Updates:

• Continued running the Senator Training and Education Program on Monday nights.

• Ongoing - Continue to allocate money and place orders for office supplies and other administrative tasks, including printing for the Council for University Programming, allocating payment for printing contracts, and setting up for Senate.

• Ongoing - reaching out to Senators and keeping them updated with SGA events. Migrated Email Marketer data to another mail distribution service. Set up new mail template and continued correspondence via new service.

• Organized and led New Senator Retreat with EDOC Rogers

• New-officer on-boarding for all new Senators - reaching out to Senators and relevant VPs, updating rosters and email lists, and making placards.

• Updated the overarching committee attendance sheet for Fall 2012, and continuing to maintain this sheet.

• Addressed issue of undeclared student representation in Senate with the help of Parliamentarian D’Angelo.

Scheduled Meetings:

• George Sarikas from SABO - as needed for budget reporting
• EVP Naraghi and President Petrin - as needed for administrative issues
• EDOC Rogers - as needed for outreach and retreat issues
• VP Chandley, VP Lopez, VP Daly, VP MacCormack, and EDOC Rogers - to prepare for the Senator Training and Education Program workshops