MONTHLY REPORT

Executive Vice President Nick Naraghi
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Project Updates:

- **Project Management**: overall, Basecamp was not well-utilized by Cabinet or Association members, and therefore we will stop using it and spending money on it. In the process of developing an advanced version of last year’s project tracker for more precise tracking. Ideally, would like to be able to see all of the steps in the project without cluttering the doc with many new or empty lines.
- **Budget Priorities**: deadline extended to 1/15 and seen less feedback than previous years. Encourage Senators to make sure they are reaching out to their specific constituents as well as anyone who they might know that hasn’t voted yet – social media, classes, fellow co-ops, etc.
- **Administrative Team**: met with Petrin, Carville and Rogers to discuss being a more effective Admin Team when it comes to communication and accomplishing the less-fun tasks that hold the association together. Working on a consistent meeting time, keeping the website up-to-date, and updating the governing documents with the legislation that has successfully been passed.
- **Senate Etiquette**: made sure to keep Senators (especially new ones for the semester) updated on the proper way of participating in Senate. Everyone should feel free to ask any questions they have and know their rights and responsibilities as Senators. No phone and laptop use during guest speaker presentations.

Scheduled Meetings:

- Senate, Mid-Year Reports – 1/7
- Cabinet – 1/9
- Interview for Student Conduct Board member selection
- Admin Team Retreat
- Senate – 1/14
- Guest Speaker – Assistant Director of New Student Orientation Alicia LaPolla
- Cabinet – 1/16
- SGA Involvement at Activities Fair
- Full Body Senate [Cancelled] – 1/28
- Cabinet – 1/30