

**EB Meeting
August 25, 2016
3:00-5:00pm**

Name	Position
Zed Laqui	USG President
Karl Ong	Vice President for Internal Affairs
Reigner Sanchez	Vice President for External Affairs
Monica Otayza	Executive Secretary
Brian Chen	Executive Treasurer

Agenda	Descriptions	Deliverables
1.1 USG Week and SGAR	- Merge both; first week of October	- OVPIA and OVPEA in-charge
1.2 OSEC Letters and Courtesy Calls for 1st Term	- USG EB officers will be meeting with all administrative offices.	- OSEC: Prepare Letters — - OPRES, OVPIA, OVPEA, OTREAS: Send Mon list of Directors/Deans and their positions ASAP
1.3 3rd Day Morning Session during LEAD	- EB will be leading the session	- Set another EB meeting to prepare
1.4 Financial Policies		- OTREAS: Set meeting
1.5 External Party Banning from Security	- USG and SLIFE don't want it banned but Security Office does	- OPRES: Create proposal
1.6 Task Delegation	- Executives will be handling LPEP, SGAR materials will be prepared by OSEC, OVPIA and OVPEA coordination for USG Week	- OSEC, OVPIA, OVPEA: Fix SGAR/USG Week - OSEC/OTREAS: Fix USG booth for LPEP
1.7 Project Suggestions from Zed	- Student Services Central: Have pamphlets/fliers for students, daily announcements on SS, scratch/recycled paper for test booklets - Series of Development Activities: re-brand it and make it catchy (OSEC) - Achievement Reports for the Term: Open book (online and printed; special edition of TLS) (OSEC) - Project Lab: Sponsorship Matching Competition	- Notes for OVPEA, OVPIA, OSEC