

Executive Board Meeting  
April 8, 2008

- I. Call to Order (6:30 PM) (Saul, Ben, Jaime, Ana, Ulysses, Soledad, David)
- II. Officer Reports
  - A. President – Soledad
    1. Welcome to our Membership Chair, Saul Andrade
    2. New NAA Liaison Robin Dunn for LANU
      - Meeting with Amanda and Robin on Monday, April 14.
    3. Phoenix Event
      - a. A few months ago, the NAA Alumni from Phoenix contacted us in regards for their event on 24<sup>th</sup> of April. They are seeking any alumni that can attend the networking part of the event. They requested the contact information. Soledad will just send them the list that David had on the individuals that may be interested in the networking in. We can also help in advertising- perhaps as an email blast.
    4. Comedy Beatdown
      - a. Sarah Butler (Alianza Outgoing President) emailed an update to David last week.
      - b. Alianza submitted a reallocation request to the ASG and SAFB, and they delayed in their response to them. Alianza will have a follow up meeting with them tonight.
      - c. Alianza only needs to know the length of the presentation to plan the timeline of the show.
      - d. Tickets will be available at the box office starting next week. Alumni can purchase online through LANU ETK. However, it would be easiest for Alianza if they are paid with cash (or a check) the day of the event, rather than through CUFS---DAVID- how it was done last year?
        - a. Tickets were purchased online- day of the event, Ronnie went to the box office and purchased tickets at the window. Then funds were transferred from the LANU account to Alianza account.
      - e. Alianza will need a list of names of people who bought tickets (and a count so they know how many to hold).
      - f. Alianza is not planning on anything for an after party because they do not have the funding they would need to pay for a DJ in order to host an 18 year and under event (offered recommendation of the Blue Lounge at the Orrington Hotel)

B. Vice President – Jaime

1. Report on Sodexo
  - a. Law school does not use Sodexo. They use Tri-Star catering.
  - b. Jaime got high estimates because it all depends on the crowd (not per person):
    - a. Wine- \$20 / bottle (one case of 20=\$240)
    - b. Beer- \$4/ beer.
    - c. Water= \$1.75
    - d. Soda= \$1.00
    - e. Bartender: 4 hours= \$108, additional hours are \$27/hour
  - c. Jaime can contact them again about having another vendor work with us. What are the restrictions?
  - d. What about having drink tickets (# per guest complimentary) and then have a case bar.
2. Report on plaque or other gift for scholarship recipient
  - a. Looked for wooden plaques online- a nice one for \$40. Engraving costs \$ .20 per letter. (estimated budget: \$80).
  - b. JAIME to send us the link to look at the estimates. (S&H is more too).
  - c. Need to provide template/ wording of plaque.

C. Secretary – Ana

1. Care package update
  - a. Got some quotes ranging from \$350-\$480. Asked Amanda for information on the promotional company that they work with and she suggested that we get in contact with Club Colors and gave me the contact for the company. I have emailed the representative and am waiting on a quote for the post-its and pens. FYI (post-it minimum order are for 500 and pens are from 200-300)
  - b. We can hold on this until next week if we want these items by the Gala, if not, we can wait until right before the gala to have these in time for finals week for the seniors.
2. Department of Spanish and Portuguese Sponsored Event
  - a. Emailed Jorge Coronado, waiting for reply. Don't foresee a problem with planning something for the Hispanic Heritage Month.

D. Treasurer – Ulisses

1. Budget update- has a call with Amanda tomorrow regarding budget: ~\$8400
  - a. \$552 on postage already spent. (not everyone invited yet- VIP List)

- b. Spent ~\$1100 on invitations
  - c. ~\$2000 estimate for food and supplies.
  - d. ~\$1500 estimate for band.
  - e. ~\$1500 estimate for alcohol.
2. Gala RSVP update

E. Communications Chair – David

- Regional Networking Event- interest in participating. Indiana is still seeking other participants.

F. Scholarship Chair – Ben

- 1. Gala Speaker update
  - a. Mr. Cuellar, interested in attending. Ben will keep in contact with him.
- 2. VIP list- Ben will forward list of VIPs.

III. Noche de Gala – *it's crunch time*

A. VIP Invites- See above.

B. Immediate decisions to be made

- 1. Budget
  - a. Ronnie spoke to Arthur. He is currently traveling and has not been able to hash out a plan, especially since he needs to know our budget. Ronnie will follow up with him tomorrow- Give him a budget of **\$4000**.
- 2. Food, Supplies/equipment, Bar Service (See Above).
- 3. Marketing-TABLED (discuss through email)
  - a. One-page flyer to be able to distribute at different events (i.e. the NAA Spring Board Meeting in April, Comedy Beatdown)
  - b. Ask Christian to send blast through student Listserv; ask Christian to post event in H/LSA events calendar
  - c. Post announcement in NU e-new.
  - d. NU Homepage Banner
  - e. Ask NAA to post event on their webpage
  - f. Announce the event at Comedy Beatdown
  - g. Pamphlet/brochure about LANU to have on hand at the Gala
  - h. NAA LANU Banner for the event (if funds allow)

C. Designate action items and people responsible

- ANA- Create week-by-week calendar with set deadlines

IV. Announcements

- A. Suggestion on in-person meeting? Soledad to send out possible dates.

V. Adjourn (7:48PM)