AP Assembly Executive Board Meeting - Thursday, January 10, 2013

Present: Shaun Moore, Steve Shablin, Kathryn Walters, Tina Cardamone, Meaghan Walters, Allison Webster, Stephanie Jurva, Jean Szura, Jasmine Bailey, Amy Jacovetti, Kelly Garnett, Anthony Gallina, Reuben Ternes, Anna Costa, Nick Bongers, Petra Knoche, Sharise Calhoun

1. Carmen was absent so Jean Szura ran the meeting
2. Call To Order: 10:01 AM
3. Approval of minutes from December 13, 2012
4. President Report
   a. Sent an e-mail to Karen Kukuk about Steve and Tina being our representatives at the Board of Trustees meeting. The next meeting is February 4, 2013
   b. The President will be making a big announcement on January 24th at noon at the AP Open Forum
   c. We need to make sure that Tina (our treasurer) is aware of any expenditure in advance. Please make sure that when you are presenting an event, that you bring forth a budget proposal.
   d. The Grand Idea announcement of events will be on January 29th. You can submit for next semesters proposals by March 24th
5. Vice President Report
6. Treasurer Report
   a. Keep receipts and documents coming in!
7. Secretary Report
8. Senate Report
   a. The December meeting was cancelled, but the next meeting is Thursday, January 17th
   b. We need a new representative on the Budget Review Committee. Please let Jean or Steve know if you are interested in the committee. This is typically a faculty committee that has administrative representation.
9. AP Assembly Committee Reports
   a. Communications
      i. The deadline for the newsletter is tonight at 5:00pm
   b. Spirit and Special/Social Events
      i. Saturday, January 26th is the AP Tailgate at Homecoming.
         1. The event is January 26, 1:00-4:30pm p-16 parking lot. Adam and Chris from Admissions will be making walking tacos. There will be a tent marked for the AP Assembly event.
      ii. A proposal for a vinyl all-weather banner that says “Welcome OU Staff- AP ASSEMBLY” for $300 to get printed at the Print Shop. The banner was approved. This will be displayed at future events such as tailgates and the New AP Welcome
      iii. February Event- Arts After Work, Thursday, February 28, 6:00pm, Meadow Brook Estate (musical theater performance), 6:00pm at Varner Recital Hall
   c. Personal and Professional Development
i. Coordinated with University Human Resources to talk about Banner Training. A notice went out yesterday and over 33 attendees have already RSVP’d.

ii. Talking about a potential speaker this semester.

d. New AP Welcome
   i. The date is Tuesday, March 21\textsuperscript{st} for the New AP Welcome. No other updates yet, still waiting to hear if the president will be speaking at the event.

e. Nominations and Elections
   i. Steve and Jean are meeting.

10. Old Business
   a. Come to the AP Tailgate!

11. New Business
   a. Make sure you attend the AP Open Forum January 24\textsuperscript{th} at noon

12. Good and Welfare
13. The next meeting is February 14, 2013 at 10:00am
14. Meeting Adjourned