**September 5th, 2012**

Introductions from the cabinet

**VEISHEA rep:**

Planning for the next year’s events and line-ups, exec and candidates positions available. 14 different committees to choose from. Applications currently open, A great chance for whole university experience. Next Friday exec applications are due and October 4th committee applications due. Handouts provided

**Austin:** No Icebreaker, this year recruiting new members and retaining freshmen.

Open discussion

Response: Free food, Engr 101, department based club fest, meaningful projects to retain, any others?

**Katelyn:** 17th and 18th allocations, presentations, advisors, travel, reimbursement, and list serve for treasurer, updates on stuorg database

**FliE:** For freshmen only, 36 highly qualified freshmen, organizations are invited to weekly meetings on Thursdays, 6:00 pm. Contact: [ajd@iastate.edu](mailto:ajd@iastate.edu).

**Rebecca:** Thank you for welcome event, survey sent out. If link not provided, email Rebecca.

**Trent:** ESC Committee, collaboration ideas, get involved, get to see how ESC works, applications out soon.

**Joel:** Travel policy, risk management. Student organizations are encouraged to look into it, advisors already provided with knowledge. K212 outreach- safety for minors, approval. Background checks. Be familiar with policy and discuss with advisor.

Reason for travel policy: Issues for risk, trips cancelled, and two hours notice rush. Making it simple and smooth process, 5-week planning time, waivers missing. Factory, workspace travel requires safety. Website: Student services. International and domestic travel. International travel: 6-9 months pre planned trips. Non-student and recognized student org…. exception form. Unique situation can fill out exception form. Designated back up advisor will be needed. Every student has to fill out the liability form. Will lose travel privileges if some student doesn’t fill out the form. Joel’s contact info on every page. Any questions

Question: Is this applicable during the summer too?

Answer: Any travel, if student organizations are sponsoring it.

Question: Small group, can trip planner fill out for all students?

Answer: only the student can fill it out, falsification

Question: Explain SOTA again?

Answer: summary

Question: Grad student?

Answer: Yes

Question: Is the advisor is going get sued if he messes up?

Answer: Resources sent out, not liable.

Question: Every time? One advisor per van?

Answer: Yes, No.

Question: Can anyone drive? Or the advisor drives?

Answer: No, anyone can, just go through driver’s test. Switch drivers every four hours, can’t drive from 1 am to 5 am. All this in driver’s training.

Question: If in Ames, can we take personal vehicles?

Answer: if used personal, all liability is on the owner of your car. Encouraged to use university vehicle.

Question: Every time fill out SOTA, if we are using personal vehicle?

Answer: no but encouraged.

Question: Construction site, advisor needed?

Answer: Yes

Austin: Make sure you sign up on sign in sheet.

Engineering middle school day, October 20th.