Student Philanthropy Council (SPC)
Leadership Team Meeting
January 16, 2019 – Town Point 4750

Attendance & Announcements

- Attending: Allana, Andrew, Felicia, Josh

LT Logistics & Updates

- Covered role responsibilities and needs
  - Reviewed new Member Information form, General Interest form
    - Felicia will start adding information to Member Database, see if anything needs to be added
  - Marketing Chair will be opened once we get more general members involved

- Website needs: Bios, individual reviews, suggestions
  - LT to submit two- to three-line bios reflecting “Why You Give” to be placed on website

- Schedule headshots: Group and individual
  - Will be scheduled early-February in the alumni house
    - Need member availability for semester completely determined

- Constitution updates
  - Current and historical versions of the SPC Constitution / bylaws will be placed on website for reference; also OwlLife
    - Josh to update current version to reflect recent changes, send to group for approval

Event Planning

- Set dates for General Meetings
  - Will do these once a month; can increase frequency if needed
  - Mondays, beginning Feb 4, 5:15-6:15pm
  - LT meetings will follow the week after, beginning Feb 11, 5:15-6:15pm

- MLK Day of Service and March
  - Group will attend the March on Monday, January 21
  - Link to RSVP can be found here.

- Set tabling for semester
  - Will do Wednesdays, biweekly, beginning Jan 30, from 12:00pm-1:30pm
  - Start in Student Center, alternate to Social Sciences; Andrew will work on reservations
  - Shirts can be given to students who complete the Interest Form
• Reviewed potential Alumni Association partnerships
  o Andrew will follow-up with group after Tuesday meeting
  o SPC LT will try to have a presence at as many events as possible
• Tradition Tours will be planned at next meeting

Miscellaneous

• Newsletter under development: Will be posted Friday morning
  o Will do featurettes for Felicia, Kaylon, Andrew
  o Will add information about website
• Cording Ceremony will be done again this semester, in the alumni house
  o Will plan more come mid- to late-March

Action Items

<table>
<thead>
<tr>
<th>Action Item</th>
<th>Status</th>
<th>Owner</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add info from Member Information form to Member Database</td>
<td>New</td>
<td>Felicia</td>
<td>01/25/2019</td>
</tr>
<tr>
<td>Submit short bios for LT web page</td>
<td>New</td>
<td>LT</td>
<td>01/20/2019</td>
</tr>
<tr>
<td>Determine member availability</td>
<td>New</td>
<td>Josh</td>
<td>01/20/2019</td>
</tr>
<tr>
<td>Place Constitution files on Website</td>
<td>New</td>
<td>Josh, Andrew</td>
<td></td>
</tr>
<tr>
<td>Place Constitution files on OwlLife</td>
<td>New</td>
<td>Josh, Andrew</td>
<td></td>
</tr>
<tr>
<td>Update Constitution, send to group for review</td>
<td>New</td>
<td>Josh</td>
<td>01/31/2019</td>
</tr>
<tr>
<td>RSVP for MLK Day Walk</td>
<td>New</td>
<td>LT</td>
<td>01/18/2019</td>
</tr>
<tr>
<td>Reserve spaces for tabling</td>
<td>New</td>
<td>Andrew</td>
<td></td>
</tr>
<tr>
<td>Follow-up with LT about Alumni partnering</td>
<td>New</td>
<td>Andrew</td>
<td>01/23/2019</td>
</tr>
<tr>
<td>Plan Cording Ceremony</td>
<td>On Hold</td>
<td>LT</td>
<td>03/31/2019</td>
</tr>
</tbody>
</table>