Kennesaw State University
May 15, 2015

The meeting was called to order by Anna Webb at 2:00pm

In Attendance
Sydney Faye, Allen English, Crystal Baptiste, Suzanne McWhirter, Leeanna Strickland, Anna Webb

New Business
• Introductions- Each member introduced themselves and gave a brief description of their major and personal goals at KSU. (10 minutes)
• Leadership Team Responsibilities: The SPC Advisor Anna Webb explained what the responsibilities of the committee as a unit. (10 Minutes)
• Position Description and Assignment (20 Minutes)
  o President- Sydney Faye will be taking the chair of the President, responsibilities will include:
    ▪ Overseeing leadership team’s activities
    ▪ Providing direction and guidance, and maintaining the effectiveness and prestige of the Student Philanthropy Program
    ▪ Lead all future board meetings and act as a facilitator during discussions
    ▪ Works closely with the SPC advisor, other KSU Development Staff, and the SPC Executive Board to develop the strategic direction of the organization
    ▪ To ensure its continued growth and to support the mission of Student Philanthropy Program
    ▪ Serves as the face of SPC, promoting and representing the organization on and off campus
    ▪ Attend staff meetings related to Student Philanthropy events and initiatives as a representative of the SPC.
  o Vice President- Allen English will be taking the chair of Vice President, responsibilities will include:
    ▪ Provide and support and leadership assistance to the president
    ▪ Step into the role of President at any time in which the President is unavailable
    ▪ Expected to attend all SPC meetings
    ▪ Initiates discussion/brainstorming sessions regarding new initiatives/ideas
Secretary- Crystal Baptiste will be taking the chair of The Secretary, responsibilities will include:

- Recording minutes during meetings and dispersing them electronically following the meeting’s end.
- Track meeting attendance and maintain contact information for each council member
- Collaborate with the staff advisor to create agendas before meetings

Marketing Chair- Suzanne McWhirter will be taking the Marketing chair, responsibilities will include:

- Strategizing and coordinating the day to day marketing of SPC’s programs and events
- Informs SPC members and campus of all Student Philanthropy programs and the events to promote and events to promote participation and attendance through Social Media, the Website, Calendar invites, Campus Advertising, etc.

Treasurer- Destiny Nieves will be taking the Treasurer chair responsibilities will include:

- Tracking the budget for the SPC, includes event expenditures, and any all purchases made for or by the SPC; giveaways, business cards, office supplies, stationary, pledge cards, etc
- Research proposed expenditures and vendors working closely with the staff advisor to make purchasing decisions

Traditions & Initiatives Chair – Leeanna Strickland will be taking the position of Traditions & initiatives Chair, responsibilities will include:

- Keeping track of trends and traditions on campus
- Track Social Media pages aimed at KSU students, popular clubs and organizations on campus, student events, etc
- SPC need to have a presence and should be tracked and reported to the council on a regular basis
- Responsible for researching new and creative ways of connecting with fellow students and engaging them in philanthropic efforts.

- Ignition Dates- Dates for student orientation has been discussed so that each board member has the opportunity to meet with the incoming student body. (5 Minutes)
- Goals – Plan for monthly board member meetings, TAG day planning. Give always (buttons, stickers, T-shirts with pockets), Business cards for board members, create Bylaws, Mission statement, Objectives (5 Minutes)
- Thoughts- Suggestions how to engage the student body in Student Philanthropy (minimum of $10 gift give voting rights to students to choose what cause donations are contributed to) (5 Minutes)
- Questions- Advisor opens the floor for any questions from the board (5 Minutes)
- Closing (60 Minutes)

Next Meeting
June 26, 2:00pm, Alumni House Board Meeting Room