**BSO Executive Meeting Minutes**

**September 16th, 2013 6:00pm**

**Members in Attendance**: Kate Lyssy, Amanda Ross, Aaron Troyer

**Other Business**

* All exec members need to update their office hours on OrgSync
* President’s Training Sessions
	+ Josh said he will be working with them
* Task Spreadsheet!
	+ Sounds like a great idea to claim responsibility for different jobs required of BSO
	+ We need someone to make task assignment/status spreadsheet – Aaron
		- Color code the people
			* Kate wants to be green
	+ Examples for things to put on the spreadsheet
		- President’s Training Session – Josh (?)
			* With Jenn and Scoop (?)
		- Org management training
			* With Travis and Nanci (?)
		- Dividing up the clubs amongst us - Amanda
			* Don’t schedule club meetings during your 1 scheduled office hour
		- Weekly USG meeting
		- Schedule Retreat
		- Announce Goals form due October 1st - Amanda
			* Mention SMART goals and ask any of us for help
		- All other forms and their due dates - Amanda
		- Finish Get Started Tutorials – Ethan
		- Update Master List with Finance Training Attendees
			* Make better system for this for next year
		- Figure out OrgSync Evaluation
		- Determine officer nomination/election
		- Add everyone to SA (test) portal – Become OrgSync Experts – Kate (?)

**Exec Retreat!**

* Saturday, October 5th
	+ 4:00 – 8:00
	+ We have lots to cover! Yay get excited!
* Focus Items
	+ Purpose and direction of BSO
	+ Continuation of OrgSync?
	+ Merging SA Workers and BSO exec or paid exec positions
	+ BSO Public face/ opinion of BSO
	+ An easy way to address issues with BSO

**PLEASE ATTEND ALL MEETINGS!**

* If you cannot attend please send Amanda (Secretary) and Josh (President) your excuse so we know where you are and don’t just sit here for 10 minutes waiting for you to show up when you aren’t going to
	+ amross@mines.edu
	+ johoffma@mymail.mines.edu

**Meeting End:** 6:42pm