Meeting Start ~9:18 AM

Roster (8): Kate Lyssy, Erin Nawacki, Travis Smith, Clayton Koobs, Noah Langford, Ethan Morton-Gaught, Matt Trauber and Zachary Havens

Word of the Day:

milieu (n.)∷ surroundings, especially of a social or cultural nature.

Fun Facts of the Day: BSO also stands for 'Bloody Show Off', 'Bicycle Shaped Object', and 'Bright Shiny Object'

Purpose of BSO (Board of Student Organizations):

We are basically a club that helps other clubs. Article III of our bylaws (which can be viewed in our Files folder on OrgSync) better states the long term goals of BSO that are common to each new Executive Council.

A. Promoting longevity and success of student organizations

B. Assisting student organizations in self-promotion

a. Assisting in administering Celebration of Mines

C. Providing a single stream for paperwork

D. Providing support and guidance to new student organizations

a. Providing training about school policy and procedure on topics relevant to student organizations

E. Representing student organizations to ASCSM and GSA in order to provide a voice for student organization concerns/needs within the representative student governments

F. Representing student organizations to the campus administration

a. Acting as an intermediary/mediator/advocate with upper administration

G. Promoting collaboration and providing mediation for student organizations

{Note: Our bylaws will be updated in the not too distant future to reflect the ASCSM to USG name change.}

Section A was highly discussed. As BSO has grown from 4 members to 8 members through the years (’07-’08 or ’08-’09 start of BSO on to the present), we have become a more administrative body, especially now making recommendations to USG Budget Committee each year during Allocation (in the spring) and Reallocation (in the fall) of the Student Activities Fee. While this does directly help us advocate for clubs and student organizations, we want to exist as a support structure to help clubs in their day to day activities and to actively promote longevity by helping clubs improve themselves. Administratively, one crucial idea is to provide a single stream of paperwork for clubs. However, it is confusing for clubs because they don’t know who to turn in different forms to, the BSO or Student Activities (SA).

SA has the Student Handbook available on OrgSync to all students inside any CSM portal under the Files page. This handbook includes information about the annual renewal process of student organizations, tier system info listing additional benefits and responsibilities including the many resources available such as advertising, room reservations, locker rental, and the particulars of using of the Mines Logo as well as tons of financial information about club use of funds and how requests are approved, fundraising ideas, and the rules and procedures related to serving alcohol at campus events. Every student who reads it is likely guaranteed to find some new knowledge that they didn’t know before relating to their club.

To further our goal of supporting student organizations, we are trying to encourage event registration to better gather data about the sheer number of events that happen on campus and potentially figure out how to improve their success of vision and impact on student life.

Roundtable

In order to get to know each other better BSO Exec went around the table answering the question, “Why did you join BSO?” Here’s how we answered.

*Clayton K.*: Hanging out with Caitlin P. (former VP of BSO); Noah L.’s encouragement

*Kate L.*: Supports single resource idea of BSO as a one-stop shop; Starting up Urban Gaming Club and the difficulties involved

*Travis S.*: First off, advising BSO is in his job description as Associate Director of Student Activities for Student Organizations; Enjoys working with student organizations, especially helping individual students out; Interested in fostering the longevity of clubs

*Zack H.*: OCD; Believes some lessons can’t be learned in a classroom setting like his own communication skills

*Matt T.*: BSO needed a treasurer last year; Brings loads of experience to the position from being treasurer in a lot of clubs; Wanted to be involved in the Allocation process and assist USG treasurer

*Ethan M-G*: Agrees with Kate L. in the one-stop shop idea of BSO; Suffers from OCD as well, wants to funnel paperwork through BSO and have an up-to-date OrgSync portal

*Erin N.*: Already USG Rep. to Community, just made sense to be BSO’s Community At-Large as well

*Noah L.*: Starting Rocket Club; Experiences from Student Government noticing BSO; Brenden Casias's (former Pres. Of BSO) encouragement; Knows what Brenden did and meets with Travis S. all the time

Top 3 Responsibilities

1. *Providing for clubs*: getting clubs school resources, involvement in Allocations/Reallocations, locker space/ storage space
2. *Represent organizations to*:
   1. Upper administration
   2. USG / GSA
   3. Knowing what clubs want
3. *Longevity*, of all clubs and towards their continued success

Vision Statement

To be the unified leaders for student organization growth and development

Mission Statement

BSO strives to support and represent organizations that enable healthy co-curricular growth of CSM students

Brainstorm

Driving questions were as follows:

How are we fulfilling our responsibilities? What can we do to make BSO better?

Recall that this is just a brainstorm. Nothing discussed has been implemented or decided upon. The council will discuss these topics much more thoroughly and in depth during later meetings which can be read in later minutes! Discussion has been compiled on a topic basis and not by order of occurrence. The balance of privileges and responsibilities involved in forms and the duration and frequency of the general meetings were common topics of interest.

*Forms*: Meetings should build into due dates. BSO should try to make recommendations, allow for club independence, and get away from the forms themselves. There is a happy medium between letting student organizations roam free and restricting them too much with the enforcement of forms and their due dates. Strict due dates make our jobs a lot easier (with the 170+ clubs on campus), but places pressure on student organizations. Mandatory = Big Brother = bad, but some restrictions are in place to help protect the misuse of funds as well as encouraging leading officers to think about their club from a long-term, goal-oriented perspective.

*Involvement*: It is not just enough for us to be involved in our own clubs. We need to participate in new student events and ask what BSO can do to help. In the future, we may assign a grouping of clubs to each BSO Exec officer where they can try to build relationships with each student organization under their wing. We need to show them how we helping. However, there was disagreement on whether or not we should be a friend or an advisor to clubs.

*Meetings*: Big meetings could be held at the beginning and ending of each semester. Changing meetings to become more training oriented. That means specific trainings for specific officers such as budget trainings for treasurers; announcements of these topics prior to the general meetings would allow clubs to pick who should attend rather than who can attend. However, titular positions may not share the same responsibilities from one club to another. When we announce finance trainings, we should specify that these are club finance trainings and not personal finance trainings.

*Transitions*: This is a critical component to longevity. The officer transition form is currently required for Tier 3's. Officer update forms, *which are the same form as the transition forms on OrgSync*, are required for Tier 2's and 3's. We need transitions to no just lead into paperwork or a party. New presidents need to know about BSO, how to join BSO on OrgSync, and there are clubs every year that forget to do this. {Ex. CSM Democrats pops up during the election years, yet in the past, the organization goes away}. This often happens after the first year of a club or when the original starters graduate. Requiring a BSO presence at these transitions in particular may be helpful. We need to get folks interested in leadership positions. To that end, BSO may create a general presentation advising clubs on transitions as a timeless resource to refer back to. A possible topic in this document would be the timing of transition training and how to maintain a membership base. Another helpful hint would be to look at how BSO itself ~successfully transitioned. However, again, one caveat is that the responsibilities of a position in one organization may greatly differ from the duties of that same position in another club. So BSO will need to ponder how to make this document overarching while still contributing valuable recommendations.

This presentation would be comparable to the Finance Training powerpoints inside the Treasurer portal on OrgSync, but devoted to transitions.

To further advance our discussion, it was recommended that we research BSO-type organizations on other campuses. Here are a few, courtesy of Travis S.:

University of Miami: Committee *of* Student Organizations ([COSO](http://www.miami.edu/sa/index.php/student_life/student_organizations/student_activities_and_student_organizations/coso/))

Carnegie Mellon: Committee *on* Student Organizations ([CoSO](http://www.cmu.edu/stugov/coso/))

Georgetown: [Student Activities Commission](http://studentorgs.georgetown.edu/sac/?Action=About)

Explore these websites because they have tons of info available to the public and don't forget that there are probably others out there with even more acronyms! Universities don't have the staff to properly facilitate clubs, but these organizations have risen to the challenge.

Exec Responsibility Breakdown

Item I: Tier System

Kylie H. is not here. ☹. There are currently 5 general ranks or categories for student organizations: Tier 1 through Tier 3 including probationary tiers, Governing Bodies including standing boards of the USG (MAC, BSO), and organizations underneath governing bodies (who are largely exempt from any impact of our discussions). It takes one full year to earn back full status if a tier is lost, and *only one tier can be lost at a time while the organization is still recognized*. Once the tier system is explained and the reasons are described, student organizations accept its necessity. Here is the [link](http://mines.orgsync.com/org/boardofstudentorganizations/Tier_Structure) to an explanation of the tier system. Additionally we would like to explain a few reasons for why it needs to exist and is the best option we have.

* A limited budget for new clubs just starting out allows good fiscal practices to be learned and established while figuring out how to best maximize the club's goals
* Clubs awarded with a higher level of funding are expected to return some of their time and resources to the community and/or campus through service events
* It is difficult to distribute funds based on membership. Membership is itself hard to define in the context of a particular club. It is also difficult to distribute funds based on community involvement. Tracking either of those numbers (by person or by the amount of time) accurately throughout the year is relatively impossible.
* Many student organizations don't need unlimited funding. Within their current tier, they can adequately accomplish their goals. This allows the budget Allocation and Reallocation process (hundreds of work-hours across all the individuals involved) to be finished in a timely way so clubs can get turn-around on their requests fast enough to finalize plans for the coming academic year or reevaluate their plans in the current academic year, respectively.

In an effort to better explain the tier system to clubs, Kylie H. held two workshops this fall, which were *very* important to clear up any issues that new or probationary clubs had about tiers. The council also thought that even the word 'probationary' didn't really fit the title of clubs who want more responsibilities and privileges. These are really applicant clubs who want to gain a higher tier. Probationary tier may also be confused with student organizations on probation. We decided that in the future the probationary term should be removed and the following naming convention should be enacted.

Tier 1

Tier 1+

Tier 2

Tier 2+

Tier 3

Replacing probationary with plus symbols is more positive, less confusing, and more reflective of Mines with respect to all the math we have done, are doing and will do.

Item 2: Allocations/Reallocations

During Reallocation we attempted to test OrgSync's form submission, but it did not have all the functionality that was required. BSO will still attempt OrgSync submissions for the spring's Allocation and since the [Forms module](http://help.orgsync.com/category/tools/forms) (for all clubs!) has been updated recently, we are much more optimistic about the potential.

BSO's first-ever Reallocation recommendations to the USG Budget Committee were made on our Oct. 9th and 16th meetings over a total span of ~5.5 hours. We and the USG Treasurer, Trevor Crane, were able to save Budget Committee some time by tier-limiting requests, marking each funding cut specifically, identifying unclear areas of revenue or cost, finding double counting or contradictory arguments and recording long-standing policies that Budget Committee has agreed upon in the past. The participation of the USG treasurer in our own deliberations and review of the forms was greatly appreciated.

One idea brought up was to make the Allocation/Reallocation policies for student organizations more open known to the public. Possibly next semester, a public document could be available to clubs describing general topics and reasons for funding or not funding certain commonly requested items, such as food during meetings. The document would not include specific quantitative or numerically-related qualitative policies (no caps), because firstly, BSO has not yet met with Budget Committee to discuss such promulgations and secondly, some treasurers may take advantage of such policies in their estimates of club activities if they knew the monetary limits (if any) to what they can do. This is already practiced in Tier 1 and Tier 2 request forms when treasurers automatically request for their maximum allowable amount.

BSO likes how Allocation and Reallocation are currently organized. BSO can be very objective since we can call each other out on the different, widely-known biases. This keeps us honest. We are also still a small group, even if we assemble all together (which is rare). This means we can communicate and deliberate effectively while still allowing room for differing viewpoints. Budget Committee has to deal with the macro-allocations and governing bodies so our job is not so hard in comparison. We should try to remind the interested parties involved of the 4 Student At-Large Representatives on Budget Committee in the late spring and early fall of 2013.

The advantages of an OrgSync system for budgetary review were discussed. Keeping record of past allocations could serve as a resource. The old notes and old deductions would provide a stabilizing force and reveal self-evident policy reforms, a.k.a., the rules that clearly need to change. Online, a tab on the form could be for Budget Committee use only to record all decisions made. A better record-keeping system for the Allocation and Reallocation of the Student Activities fee was a hope of the old BSO Exec to promote fairness and consistency between requests during meetings and OrgSync may be molded into such a tool.

Item 3: General Meetings (tabled due to time constraints)

Item 4: Support Services (tabled due to time constraints)

Item 5: Exec dedicated jobs

During BSO's own transition this spring, we will go over the bylaws of each position. We know what we are doing here and now, but we need to tell the new BSO in the late spring of 2013. In the bylaws, all officers have 'other duties' as determined by the Board's (everyone's) discretion. A great degree of adaptability lies in lines such as this and it might be worth it for clubs to consider adding such lines into their own bylaws.

We then went through potential bylaw changes to reflect the current BSO regime, and action items that are related to each.

Article IV: Section E:

Officer Duties:

1. BSO President
   1. Publicizing . . . keep?
2. VP

Common business model: President focuses on external issues while VP supervises all officers and focuses on internal operation

1. Secretary: Add record keeping. Remove calendar duties.
2. Treasurer
   * 1. Address BSO's recommendations for Allocation and Reallocation.
     2. Requires 30 minutes prior-notice via text message before attending any meetings, ever
     3. In respect to line item e, he/she will host trainings before any budget request form are due to help all organizations
3. Tier Structure Director
   * 1. Look at Tier Structure Committee section. Do we need to take minutes at those meetings as well?
4. GSA Rep/Liaison
   1. Student organizations are never a topic of discussion during GSA meetings that our Rep is required to attend. Ideally, a graduate student should fill the position.
   2. Remove record-keeping duty unless Kylie H. is opposed.
   3. This position is an opportunity to connect the graduate and undergraduate students and swap info. We may wish to look at the [joint operating agreement](https://orgsync.com/38080/files) to see how this position can be improved. Kate L. will bring up these issues with GSA, because GSA and BSO can help each other. Possibly have a BSO rep elected or appointed by GSA since the info may generally be from us to them?
   4. Graduate students have OrgSync accounts; ARMA and PBD graduate clubs have portals as well as GSA who uses it to link to their external website; BSO thinks they should use OrgSync, at least for electronic forms, because those logic forms are boss.
5. Community At-Large
   1. Adds service events to meeting slides
   2. Helps Travis S. in coordinating with service contacts
   3. Determines which events are approved service events (*Move this responsibility to Tier Structure Director*)
6. Webmaster (Appointed)
   1. Was elected into position at former BSO Pres.'s allowance
   2. *Update Trauber's office hours to "By Appointment" and list his email address on OrgSync Website; Update Clayton's office hours to be from 11:00 AM – 12:00 PM on the same day*

BSO is currently 7th on a Google search of "board of student organizations", 2nd on Bing.

Summary:

Tier system: Probationary => +; Change forms and not ask for a club's Tier

General meetings: Announce new organizations! Welcome those attending; More training oriented meetings; 1 hour multiple meetings are preferred over 1 day-long trainings

Positions: VP supervises; GSA Rep => Info is from us to them?

Meeting End ~12:48 PM