

Best Buddies Executive Meeting, Jan 30, 2008

Present: Heather, Janet, Bev, Brandon

1) Adoption of the Agenda

- a. New meeting format: Follows the format displayed in these minutes.
- b. Heather will provide a copy of the general format to everyone.

2) Review of Recent Events

- a. Movie night: Attendance was excellent, although there were not many associate buddies. Best student turnout this year.
- b. Gingerbread:
 - i. Went very well. Attendance was not as good as expected, but with the change in date that was not unexpected.
 - ii. Poor communication from Best Buddies to the community teams (Knight P. did not receive the event information in the format they needed to be able to view it, even after requesting it).
- c. Canadore student wants to become a video/print reporter for Best Buddies. We should also submit written event reports to the Nugget.

3) Program Concern

- a. Communication:
 - i. Better communication amongst the executive. All executive email communications should be sent with reply-all.
 - ii. All dates are on the websites so people should be directed there when asked about when/where an event/meeting will occur.
 - iii. Executives who are unable to come to the meeting should forward their concerns/report/information to someone who will be present.
- b. Sarah Elaine's Concerns: Three main issues
 - i. Lack of communication:
 - 1. The gym situation for the dodgeball was unknown by her until she read it in an email. Email was sent weeks in advance of this so she should have received email. (Other communication discussed above)
 - 2. People constantly asking when the next event is or when the next meeting is – they should be directed to the website as it is constantly being updated with current information. Have them bookmark the website in their browser so they have no excuse for forgetting the website.
 - ii. Eddie/Undergrad division: No specific examples provided as Sarah Elaine was absent. The issue will be postponed to next meeting. Janet and Bev were informed of the 'Eddie' position so they can speak for them if the Eddies are absent at the next meeting.

c. Elections

- i. Only 2 returning members (aside from buddy advocate).
- ii. Because of this, we should have a vote to choose a CC for next year in order to have the leadership in place. The vote will be via email. Heather will send out the nomination and description email.
- iii. Nominations will be due February 8 (can nominate yourself).
- iv. Votes are due February 15.
- v. There will be a new HSC.
- vi. Possibility of a second or assistant buddy advocate: Kevin and Mike were put forward. Bev is willing to train him/her and provide resources in the form of her notes on the position. Janet will contact buddies in the association for more nominations.
- vii. Co-Campus coordinators may not have worked as well as it could have so a president and vice president maybe a better system.

4) Treasurer Report

- a. Claudine now has signing authority.
- b. She has been walked through how to do the books.
- c. Event Proposal Form for dodgeball complete and will be sent in soon.

5) Upcoming Events

- a. Scrapbooking
 - i. Request for executives to come early (12:00) to help setting up.
 - ii. The event is planned and is a go.
- b. Dodgeball
 - i. Time and location:
 1. The Y has a small gym with no bleachers, so from that aspect the Base is better.
 2. However, the Base is double the price.
 3. None of the schools are available and have not heard back from college yet.
 4. Janet will book the base for 4 hours (noon to 4).
 - ii. No food will be sold at the event since there are restaurants there.
 - iii. Registration packs will be completed tonight and submitted to NUSU after passing through HSC.
 - iv. Fee will be \$25/team.
 - v. Registration packages will be due by March 3rd.
 - vi. Bev has started working on posters.
 - vii. First Aid is taken care of.
 - viii. The total number of teams will be 12.
 - ix. Schedule will be handled by Brandon.
 - x. We will try to get a 'special guest' or two to come to the tournament.
 - xi. Janet will contact the media.

6) Updates from Buddy Advocate

- a. Bev will contact all matches to see how they are doing and if there are any concerns.

7) Updates from Fundraising

- a. No updates.

8) Updates from Activity

- a. The Activity coordinator will be asked to be responsible to organize the end of year party.

9) Updates from Membership

- a. No updates.

10) Updates from Technology

- a. Discussed under items 3)b.i. 1 and 2.

11) Updates from HSC

- a. No updates that were not already discussed.

12) Next Meeting

- a. Date of next meeting will be scheduled after all executive winter-term schedules have been received.