I. CALL TO ORDER
The Student Organization Advisory Board of the Student Senate of Southern Illinois University Edwardsville convened on Friday, October 1, 2021, in the Magnolia Room of the Morris University Center. Organization Relations Officer Moorman called the meeting to order at 12:30 p.m.

II. ROLL CALL
Members Present: Organization Relations Officer Moorman, Senator Dummerth, Senator Holshouser, Board Member Lutz, Board Member Williams, Board Member Eleonu
Members Absent: Board Member Huels, Board Member Speith, Board Member DeWitt
Quorum was established with 5 voting members present.
Others Present: Financial Officer Hendricks, Advisor Delaney, Officer Support Specialist Ermer

APPROVAL OF MINUTES
Board Member Lutz motioned to approve the minutes from the September 17, 2021 meeting. Seconded Senator Holshouser and was passed by acclamation.

III. ADDITION TO AGENDA
Strategies for new organizations.

Senator Dummerth recommended how to have transitions run smoother such as having different grade levels involved.

OSS Ermer: Some clubs are really good at transitioning, I do not know if there is a way for us to give something to new clubs as a transition checklist. We approve them at Senate, I send them a letter and they’re on their own. If we could even have a folder, they are all required to meet with Bob and meet with Liz. We could even have it where Liz gives it to them. Also, just a checklist.

Board Member Lutz: I was also going to add that we could tell them how the Kimmel could support them. So, including different resources that the Kimmel offers. Like advertising opportunities.

Financial Officer Hendricks: We have a student organization manual. It’s online and Liz is going to do a heavy once over with it at some point, but we used to print copies of
that and have that available so it seems like natural time to give them a physical copy. In that form or a notion of a welcome packet it seems like something that we would want to provide them.

**Board Member Eleonu:** I know they have these events over the semester where student organizations are downstairs. How is that run? Freshman could get easily distracted by things like sororities. I know the event runs for days, so is there a way the events could be divided by different types of student organizations?

So, you have less crowd

**Oss Ermer:** The organizations have to sign up for the tables and that might be a way to get more organizations to participate. Breaking it up might add, FSL has their own night. You can do it in align with different things going on in the year as well.

**Advisor Delaney:** Breaking it up by organization is a great idea.

**Board Member Lutz:** Having it more often throughout the semester too.

**Fiscal Officer Hendricks:** In the spring it is just one day instead of two.

**OSS Ermer:** Anything that happened last year is not the same as normal.

**Board Member Eleonu:** The one that happened this semester, I bumped into a few clubs. I am so confused like what am I doing here. If there are similar groups at a time it is less confusing.

**Senator Dummerth:** Could we make it a requirement to have organizations table at least once a semester? Like in order to receive funding.

**OSS Ermer:** Tracking that might be difficult.

**Board Member Lutz:** It would be difficult for like the honors societies who only send out invitations.

**OSS Ermer:** Mandatory tabling would be really hard to track.

**OSS Ermer:** I heard rumors that we used to have advisor training.

**Fiscal Officer Hendricks:** That is something that we have not caught up with that we need to have better.
OSS Ermer: Advisor and Fiscal Officer and so they call us and they ask us where do we get these reports? Just advisor training. You advise them!

Board Member Lutz: I had an advisor come into the Kimmel yesterday like how to get their students to re-register their organization. Even just an advisor packet.

Organizational Relations Officer Moorman: So that advisor training is it something that is there for them?

Fiscal Officer Hendricks: I think we could do a lot of things. So, we offer sessions.

OSS Ermer: Can we do it through blackboard? Could we figure out a way to do it through blackboard or put get involved training on there?

Board Member Lutz: I know you could also reach out to Kelly Marooney in Student Affairs.

OSS Ermer: I hate doing blackboard training. But for faculty members who are not on campus, it would be a quick reference spot.

Senator Holshouser: I think that it would be also good for students. I cannot tell you how many times I have had students approach me at the School of Pharmacy and ask me how to fill something out on get involved. I think it would be a very helpful resource for students as well.

Fiscal Officer Hendricks: There are videos that we have made, step by step tutorials that need to be updated. I think we would have to approach advisors on multiple different ways. There are not advisors who are going to want to watch videos but they may be able to come together as a group and talk about things that they do not understand.

OSS Ermer: We could do advisor luncheons.

Board Member Lutz: I also think there are some professors who do not know how to use blackboard. Especially moving onto zoom everything has been on blackboard. I know professors do not post things, TAs do it.

OSS Ermer: We have some really good advisors out there. That are very involved and know what to do. Those would be good resources to use to train the other advisors.

Fiscal Officer Hendricks: When we worked at IOWA we would do once a month advisor round tables. We would provide lunch. That is a thing we could do, they were topical.
We would get anywhere from 10-20 advisors there. They found value in wanting to be a good advisor. Not all do, some are just a signature on a paper. We are not doing a lot right now.

**OSS Ermer:** I just didn’t know if we did it or not.

**Fiscal Officer Hendricks:** It has been on the to-do list for awhile now. So, it’s something that has to get done.

**Board Member Lutz:** I think that the round tables would be a good idea.

**Fiscal Officer Hendricks:** I think that SOAB could advise topics.

**Organizational Relations Officer Moorman:** I wanted to move over and see if any organizations have really struggled with COVID-19 kind of retaining people without being able to do their usual events.

**Senator Holshouser:** I feel like a huge struggle with that is that a lot of the people who are in organizations now only know the COVID side of that organization. That is a hurdle to get across especially if your advisor was not super helpful for that. I know that my advisor was super helpful with that.

**Board Member Lutz:** I also think that like Brittany said, they might not know their resources either. I’ve had so many people ask me how to reserve a room. If people had never known it pre-covid they would not know that they can book spaces or what the requirements are. Maybe just providing them about more resources about how to hold an event.

**Organizational Relations Officer Moorman:** So basically, it just goes back to having a good transition.

**Advisor Delaney:** You could also do something where you could like how to have an event 101. So, when we say pick you date pick a room, you could have a link on there where you could have a link to event services.

**OSS Ermer:** That could be put on the SG website, right? Or the student involvement page. How to have an event on campus or something like that. I think that everyone thinks that you just have to go to event services for that.

**Fiscal Officer Hendricks:** If you want something outdoors there is another layer of individuals. Depending on what they are booking and depending if something is risky to
host there may be another layer of insurance we need to provide. I would love if in addition to the questions that you ask that you add that to your list of great, you are very happy and passionate for this club. How are you going to make sure that the organization continues once you graduate? We had an incredible juggling club on campus that was very active. We would hire them to do events for things such as admissions. When the president who had started the club graduated it just dissipated. I know he had a big group that was interested. Where when he left no one knew what to do. They wanted to juggle fire we had to battle that. It was a great group but it is now gone because he left. We will add 20-30 groups a year but we also revoke 10-15 groups a year.

**OSS Ermer:** We gave COVID grace. So, organizations that do not reregister or do not show any activity at all during two academic years we revoke. We went back to no activity since before July 1 of 2019. Anything that has had no activity before that is on a revoke list.

**Board Member Eleonu:** Do organizations get a notice that they are going to be revoked?

**OSS Ermer:** They do not get a notice until after the evoking happens but, if they are not active for two years most of them are gone. We have had an advisor contact us in the summer asking that theirs not be revoked. Skylar has reached out to them twice. But that group was inactive since 2018. So, we are looking at actually three years ago. There are some organizations that we do not revoke. FSL, sports teams. I have reached out to them with their list. I haven’t heard back from them. There’re housing clubs each freshman hall has an activities council. We don’t revoke those but they really should be registered.

**Advisor Hendricks:** They’re like campus rec where they already have a pool for funding where they do not have to come to us.

**OSS Ermer:** We will not revoke them but they need to register.

**Advisor Hendricks:** What have we done prior to revoking in these groups? Sometimes we really need to rely on these advisors.

**OSS Ermer:** We would have primary contacts and advisors. I know at least three or four of them where the advisors no longer work at SIUE.

**Board Member Lutz:** Is there a way on get involved that we could list them as an inactive organization?
Fiscal Officer Hendricks: They should not be listed on get involved if they are inactive.

OSS Ermer: I do not think they come off of there until they are frozen.

Fiscal Officer Hendricks: There are also groups that need to re-register on there.

OSS Ermer: But they also don’t update their primary contact and roster.

Fiscal Officer Hendricks: That is the question that I had asked Adana, Liz was going to try to dig in. There has got to be an easy way to pull. So, I can go to their side on the backend and see that the group is able to be reregistered. But I do not know how to pull that list from get involved. There are organizations who are available to be re-registered for this year and what are the extra steps we need to do to reach out to them?

OSS Ermer: I know that Adana changes them to frozen and they disappear from get involved. So, she has a spreadsheet and keeps track of everyone. So, when she puts them on there as a certain level of activity she changes them in get involved. When she got contacted by the Engineer’s club they couldn’t see it anymore because she had them frozen.

Board Member Lutz: I know for example the advisor for the non-traditional student organization reach out because she had students that were interested, and she was interested in restarting the organization.

OSS Ermer: I wonder if we should reach out to the advisors on the revoke list because I know that they were on there. Should we change our policy our process?

Fiscal Officer Hendricks: If there was somehow we could get a list, if that truly is one of them that would populate.

OSS Ermer: If we take them off of get involved and then they have no way of reregistering.

Board Member Eleonu: We should have two sections, active and inactive.

Fiscal Officer Hendricks: To me we need to figure out how to pull the groups that are eligible for reregistration.

Board Member Lutz: Even if you could just click a button, like an active and an inactive button on there.
OSS Ermer: Unfortunately, this is not our program so we have to see if campus labs would be able to do this.

Board Member Lutz: A filter would be great especially because we could let people know if there is interest in an inactive organization we could put them in touch with an advisor. When students come in and they want to get involved and I give them the packet on how to get involved.

OSS Ermer: That right there is my tabling speech.

Board Member Lutz: A lot of the primary contacts are outdated.

Financial Officer Hendricks: We have the ability to switch the primary contacts to where someone can actually connect with a person.

OSS Ermer: That is something that would be good for us to find out on this list we can reach out to the advisor to change the primary contact.

Board Member Eleonu: Do a lot of organizations not pay attention to their get involved page?

OSS Ermer: The get involved page is everything on campus. It is your where to be and how to get there. When I table for springboard or tour days, that’s one of the primary things I talk about.

Board Member Eleonu: What are they allowed to have there? Some organizations pages are empty. Are they allowed to have pictures there?

Fiscal Officer Hendricks: If you want to see a really good organization is look at the CAB get involved page. A good organization would always keep their organization pages on there. You can use get involved to mass message everyone. There was one year at SOLO we had all organizations bring laptops. Bring your laptop and let’s talk about how to make it the best site and have everyone excited.

Board Member Eleonu: If they make updates every time they attend SOLO there will be at least one update a year. That way students can really go and see and there will no longer be outdated information.

Fiscal Officer Hendricks: That goes back to our original conversation about updating your organization.
Board Member Lutz: If there was a way to see the active organizations that would be awesome.

Advisor Delaney: I am wanting to find a way to pool it. I am just trying to figure out the right combination to get it.

OSS Ermer: When I do the election reports I can choose what I show on the report.

Board Member Lutz: A lot of these student organizations also have mailboxes too.

OSS Ermer: When they are revoked they get them removed.

Fiscal Officer Hendricks: So, when registration opens up, it will populate that everyone has to reregister. We utilize our student organization database and we give them the step by step instructions. It goes out in April. It just gives them click here and what you need to do.

Board Member Laird: I think giving them a deadline would help.

Board Member Lutz: When do they get their desk space removed?

Fiscal Officer Hendricks: Everyone is still under COVID grace with the desks.

The floor for discussion was closed by Board Member Lutz and seconded by Board Member Eleonu.
IV. NEW BUSINESS
   a. Common Sense Conservative Club
      Tabled

V. Open Forum
   None.

VI. Announcements
    None.

VII. Adjournment
    The meeting was adjourned by Organization Relations Officer Moorman at 1:29 PM.