

LSU Student Bar Association
Meeting Agenda
Monday, January 22, 2018 at 6:35 pm
Room W220



1. Call to Order 6:35 pm
2. Roll Call
 - a. Sara Kuebel- Executive President
 - b. Russ Stutes- Executive Vice President
 - c. Derek Hoffman- Executive Secretary
 - d. Andree Comeaux- Executive Treasurer
 - e. Margaret Viator- Executive Director of Programming
 - f. Audrey Gitz- 3L Class President
 - g. Sara Grace Sirera- 3L Class Vice President
 - h. Shelby Dunbar- 3L Class Secretary
 - i. Jackie Duhon- 3L Class Representative
 - j. Tyler DeAgano- 3L Class Representative
 - k. Brooke Delaune- 2L Class President
 - l. Carlos Coro- 2L Class Vice President
 - m. Meagan Johnson- 2L Class Secretary
 - n. Marianna Knister- 2L Class Representative
 - o. Breana Harris- 1L Class President
 - p. Daniel Bosch- 1L Class Vice President
 - q. Katelyn Bayhi- 1L Section 1 Representative
 - r. Lindsay Rich- 1L Section 2 Representative
 - s. Reed Kreger- 1L Section 3 Representative
 - t. Laura Potvain- LLM Representative
3. Absent Members
4. Public Input
5. Reading, Correction, and Adoption of the 11/6/17 Meeting Minutes
 - a. Motion by Meagan to approve the 11/6/17 meeting minutes.
 - i. Seconded by Marianna.
 - ii. Passed unanimously—minutes from the 11/6/17 SBA meeting will be posted to the SBA website
6. Funding Requests
 - a. WLSA
 - i. Requesting \$88.50 to buy Dominos for their “WLSA-Self Defense” event on Tuesday, 1/30 at 12:40 pm in room 108 for an estimated 30 participants (\$2.95/person). A member of LSU PD will be teaching self-defense techniques. Professor Carter to address Law Center policies on sexual harassment.
 - ii. Motion by Audrey to expend up to \$88.50 from the inside account.
 1. Seconded by Breana.

2. Passed unanimously—WLSA is approved to expend up to \$88.50 from the inside account.
 - b. Space Law Society
 - i. Requesting \$129.23 to buy Canes for their meeting on Friday, 1/26 at 12:40 pm in room 110 for an estimated 20 participants (\$6.46/person).
 - ii. Professor Andrea Harrington is their guest speaker.
 - iii. Motion by Carlos to expend up to \$129.23 from the inside account.
 1. Seconded by Marianna.
 2. Passed unanimously—the Space Law Society is approved to expend up to \$129.23 from the inside account.
 - c. Pause for a Cause
 - i. PILS is requesting \$932.44 to buy Canes (chicken, toast, fries) for Pause for a Cause on Saturday, 2/3 for an estimated 200 participants (\$4.67 per person).
 - ii. SBA is co-hosting the event with PILS. Large expenditure, but there will definitely be a good turnout.
 - iii. Motion by Meagan to expend up to \$932.44 from the inside account.
 1. Seconded by Sara Grace.
 2. Passed unanimously—PILS is approved to expend up to \$932.44 from the inside account.
7. Committee Reports
 - a. ABA Student Representative
 - i. Danny will take over as LSU's ABA rep next year barring other interest.
 - b. Academics Committee
 - i. Adrienne Wood still working on proctors for final exams; more info to come.
 - c. Athletics Committee
 - i. Birdies & Barristers golf tournament will be held on Sunday, March 11th (weekend of 1L family weekend). Becca Indest (chair) working with Judge Holdridge for a location and sponsors, etc.
 - d. Diversity and Professionalism Committee
 - e. Elections Committee
 - f. Ethics Committee
8. Executive Officer Reports
 - a. President
 - i. Yearbook Update
 1. Bid still out on yearbooks; waiting for update from the 4th floor.
 2. Brooklee Hurst (chair) contacted a photographer and is speaking with IT about purchasing a computer for the yearbook committee.
 3. More info to come.
 - ii. Code Sale
 1. Sara Grace is running the civil code sale which is ongoing; have raised nearly \$1,000 already for the outside account.
 2. Tell classmates that need codes to contact Sara Grace.
 - iii. Amending Constitution
 1. Need to add language indicating that we are a non-profit.
 2. Student body will have to vote to approve the amendment; will be done with student body officer elections.
 3. More info to come.
 - iv. Online Merch Store - Volunteers

1. Sara wants to try an online merch store (no tabling; no handing out of merch) as a pilot/test run.
2. Carlos volunteered to help Sara set this up.
- v. Pause for a Cause - table shifts/ sign up for the event.
 1. Sara communicating with PILS about SBA co-hosting the event.
 2. The event will be MANDATORY for all SBA officers. If not excused, it counts as 1 of your 2 absences for the semester!
 3. They need help with tabling more than anything. Sara sent out a sign-up sheet; all Officers please sign up for at least two 30-min shifts!
 4. PILS will also be selling t-shirts. More info to come.
 5. Sara will ask a PILS member to attend our meeting next week.
- vi. SBA Keys
 1. Sara working on getting a card swiper for the SBA office; still waiting on a 4th floor response.
 2. Sara and Carlos cleaned the office over the break.
 3. Sara will get 3 sets of keys to be distributed at a later date.
- b. Vice President
 - i. Date pending for student org meeting. More info to come.
- c. Secretary
- d. Treasurer
 - i. Inside account balance: \$31,609.52
 - ii. Outside accounts balance: \$31,993.99
 - iii. Chase POS system voting
 1. 2.75% processing fee (less than Square); will be associated with our [new] TIN (rather than someone's SSN, as before).
 2. 1st device free; each additional = \$99
 3. Andree/Sara will circulate the contract that needs to be signed for Officer approval. Please review the contract and an e-vote will be forthcoming.
 - iv. New checkbook
 1. 1st order 50% off; Andree wants to buy in bulk at this discounted rate.
 2. Motion by Audrey to expend up to \$125 from the outside account for Andree to purchase checks.
 - a. Seconded by Brooke.
 - b. Passes unanimously—Andree is approved to purchase checks from the outside account.
 - v. Donations
 1. Approximately \$6,000 will be coming out of the outside account (PR & Houston hurricane relief). Exact figures to come next week.
- e. Programming Director
 - i. This Week's GIF
 1. Club 1913 from 8-10 pm; drink specials to come. Wristbands available Thursday & Friday.
 - ii. Upcoming Events
 1. No GIF on Friday the week of Pause for a Cause; it will be Saturday (2/3) at Uncle Earl's. Volunteers get wristbands for discounted drinks. More details to come.
 2. Other GIF details to come; send suggestions to Margaret.
 3. No GIF the weekend before our Mardi Gras break (Feb 9th).

4. Laser tag event + other non-drinking events—more info to come.
9. Class Officer Reports
 - a. 3L Class
 - i. 100-day party
 1. Tyler will be in charge of this event, to be held Wednesday, February 21st.
 2. Probably being held at Radio Bar with drink specials/tab and a food truck. Traditionally, SBA funds a bar tab of ~\$250. Sara will research and we will discuss further next week.
 - ii. A&F
 1. Jackie will be in charge of this event, to be held Friday, March 23rd.
 - iii. Composites/grad fair
 1. Sara Grace will be in charge of composite photos & grad fair.
 2. Will try to make sure the 3L photos can be used for yearbook as well
 - iv. 50-day party
 1. Shelby will be in charge of this event, to be held Thursday, April 12th.
 - v. Class gift
 1. Audrey is working with Dean Galligan on the class gift.
 2. Potential idea: front desk/reception area near the escalators w/student workers.
 - b. 2L Class
 - i. Barrister's Ball
 1. Event will be held Saturday, March 3rd.
 2. Big components already taken care of (venue, catering, bar, & music).
 3. Ticket sales will probably commence in early February; more info to come.
 - ii. 2L Rep replacement
 1. Aaron needs to be replaced since he is now studying abroad. The application will go out in Sara's next broadcast email.
 - c. 1L Class
 - i. 1L Information session for joint degree programs
 1. Danny working with Dean Galligan on this info session.
 2. Reps from each program from main campus will be present.
 3. Shooting for a lunch meeting sometime in February.
 - d. LLM

10. Old Business

a. E-Votes

i. **SBA Bowling Night**

1. SBA hosted its Bowling for Puerto Rico Night and raised over \$200 for hurricane relief. Executive Director of Programming, Margaret Viator, expended \$130.36 to pay for four lanes at All Stars Lanes on 11/7/17. In our meeting on October 30th, 2017, the voting officers already motioned and approved to reimburse Margaret for the \$50 deposit.
2. Motion by Breana on 11/8/17 to expend up to \$130.36 from the **outside account** to reimburse Margaret for the lane rental fees at All Star Lanes.
 - a. Seconded by Danny.

- b. As of 9:55am on 11/9/17, all Officers unanimously voted to approve the motion to reimburse Margaret \$130.36 from the **outside account**, therefore, the motion passes.

ii. Belly Up with the Bar

1. LSU Accounts Payable would not approve the food and other supplies from Matherne's for Belly Up with the Bar, "since this was an annual fundraising event benefitting the BR Bar Foundation." Melinda Braud paid for this expense with her P-card. The amount was \$469.93.
2. Motion by Carlos on 11/9/17 to expend up to \$469.93 from the outside account to reimburse the 4th Floor for Belly Up with the bar expenses.
 - a. Seconded by Danny.
 - b. As of 4:30pm on 11/9/17, the voting officers have unanimously approved expending \$469.93 from the **outside account** to reimburse the Fourth Floor. As such, the motion passes.

iii. Sara Reimbursement

1. Sara spent \$10.11 on sales tax for finals snacks which was not reimbursed by the 4th floor. Also \$28.69 to ship merchandise to a student who transferred.
2. Motion by Audrey to expend \$38.80 from the **outside** account to reimburse Sara for these expenses.
 - a. Seconded by Sara Grace.
 - b. As of 12/6/17 at 10:15am, a majority of Voting Officers have approved the reimbursement motion, therefore, it passes. SBA is approved to spend up to \$38.80 from the outside account to reimburse Sara.

iv. First Day Donuts

1. Sara wants to provide donuts for students on the morning of Tuesday, January 16th. Sara will pick up the donuts herself to avoid a delivery fee. It will cost around \$108 for 12 dozen donuts from Mr. Ronnie's Hot Donuts, a registered vendor.
2. Motion by Danny to expend up to \$108 from the **inside account** to fund this request.
 - a. Seconded by Meagan.
 - b. As of 8:30am on Tuesday, January 9th, a majority of the Voting Officers have voted in favor of the motion to expend \$108 from the **inside account** for donuts for the first day of the spring semester. Therefore, the motion passes.

11. New Business

a. SBA Logo Design

- i. **Danny working with Sara and Dean Galligan to create a new logo for SBA that coincides with the law center's logo. Need more formality since we're now incorporated. Will be used for letterhead, etc.**

12. Adjournment

- a. **Motion to adjourn by Tyler.**

- i. Seconded by Sara Grace.
- ii. Passed unanimously—meeting adjourned.