NSBE Meeting Minutes 2010-11-10

Fall Regional Conference!!

November 12 -14, 2010, San Mateo Marriott

- Conference Attendees
  1. Amanuel
  2. Chekwume
  3. Chris
  4. Derrick
  5. Devin
  6. DJ
  7. Donny
  8. Jarek
  9. Michael
  10. Thema

- Bring Formal Dress.

- Travel to San Mateo
  - 5:00 – 5:30: Meet-up @ the bookstore
  - 5:45 – Leave for San Mateo
  - CARS:
    - Donny: TBD
    - Thema: TBD
    - Derrick: TBD
    - Hwy 17? Hwy 1? TBD

- We need to come up with a chant. We’ll finalize it at the hotel.

- What to bring:
  - Formal wear
  - Résumés

- Visit NSBE Region six website for itinerary: [http://nsbe.org/Events/Fall-Regional-Conference-(FRC)---Region-VI.aspx](http://nsbe.org/Events/Fall-Regional-Conference-(FRC)---Region-VI.aspx)

Leo’s Talk

I. Contract

1. Represent
   - Yourself
   - NSBE
   - UCSC

2. No drugs and alcohol. We are using university money for university business. Violation can lead to lack of future sponsorship.
3. Sexual Harassment: Any advance from one person to the next that is not wanted. Zero-Tolerance policy.

4. Attend: You must attend the conference.

5. Side Trips: Getting food is okay, but other side trips are not allowed.

6. Consequences
   - Potentially be charged in your student portal up to $500, basically paying for your own trip.

II. Reimbursements
   - Extra hotel charges are not covered (e.g. Room service, cable fees)
   - Follow up with gas cards
   - Anyone who needs to get reimbursed needs to fill out a 204 Form.
     - SOAR office
     - Search “204 Form UCSC”
   - Itemized receipts are needed
     - No alcohol or gift cards
     - Attached to a reimbursement form.
   - Keep receipts
     - Attach to reimbursement form. There is a form for food-items, and a form non-food items
     - Write the names of the people who ate (for food) on the back of the receipts.
   - Signer must sign off
     - Signer cannot reimburse himself/herself.