

## **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.