**USG Secretary Monthly Report 17’-18’**

**Month, Officer:** August/September, Brandi Burnell

**Passive items (last month)**

- Nametags
  - Create nametags and fix errors for everyone in senate, including advisors
- Attend Calendar Committee meeting
- Update USG Roster/Various forms

**Present items**

- Will continue to send weekly email updating Senate
- Continue to attend Calendar Committee meetings
- Update mailing list as needed
- Continue planning USG video in publicity committee

**Action items (next month)**

- Continue to attend calendar committee meetings
  - Inform senate on decisions made
- Contact Athletic Coordinator to get ROTC access to athletic facilities
- Meet with Colin to talk about responsibilities

**Questions, concerns, announcements**

- Any governing bodies that are often proxies probably should be added to the email list so they can stay updated on meetings

**Monthly summary**

The main tasks at the start of the semester were to create nametags for everyone in senate, so that they could easily be identified in meeting. All of the USG forms needed to be updated as well, such as the meeting minutes, proxy forms, agenda, roster, attendance, etc. I also attended the first calendar committee meeting this month, and informed senate on the discussion.

The calendar committee was not able to finalize everything in one meeting, so I will continue to attend those meetings as they are needed. The next meeting is Tuesday October 3rd. I will also be working with the athletic department to try and get ROTC access to the athletic facilities so they have better equipment to use and train with. I will also continue to edit and update the email list as needed and work with Publicity Committee to develop a video about USG.

**People in contact with**
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Tags

#CalendarCommittee   #Emails
#Nametags            #Logistics