Agenda 10-17-2013

Call Meeting to Order-Alex

Roll Call-James

Treasurer Report-Yoon Min

Reading of the Minutes-Julia

New Business-

1. MS Representatives:
	1. I have invited the middle school to send representatives. Julia, make sure you get their contact information
2. Halloween Preparations:
	1. Decide on what the Haunted House will look like (the theme)
	2. Haunted House will be open to the LS students from 3:00-3:30 in room 207. Seniors since I have you that day I am counting on your participation at this time. If you know of other seniors that will want to help please get their names.
	3. US Haunted house. How can we make time available to these students?
	4. Organize a material list. These items will be brought from home
		1. What will we need to purchase
	5. Plan to stay after school to decorate room. Get a list of officers and student volunteers that can help
	6. Assembling black curtains for chambers
	7. Decide who in SGA will be dressing up and can stay to scare the 4-6 graders
3. Officer Responsibilities:
	1. Yoon Min-You along with the other treasurer nominees will need to create a:
		1. Thorough inventory list of items for sale in the school store. A list may already exist so you can update that one for this school year
		2. Create a balance sheet.
			1. Should contain a space for the date, opening balance, debit, days sales, and closing balance
		3. Create documents using spreadsheet or a similar type of format
	2. Julia-You along with the other secretary nominees will need to create a:
		1. Document to be used for all minute taking so that it is standard for all meetings
		2. Include a section or separate document for tallying of votes.
			1. It should have a box for what the vote is on, another for yes, another for no, and a final one for abstaining
4. Other Business
5. President closes the meeting