1. **Call to Order**
2. **Attendance**
3. **Approval of Prior Minutes**
4. **Old Business**
   1. Finance Manual (Caitlin)
      1. What is a quote?
         1. Who do you send the quote to when submitting a budget request?
      2. Where is the budget request?
      3. How do you request a room?
      4. What does KFS stand for?
      5. Do we pay via check or KFS for room request?
      6. What is a VCR?
         1. When do you complete this form?
      7. How do you submit an event/meeting to calendar?
      8. What are the special circumstances when we can pay tax?
      9. What is reimbursement?
         1. Is it a preferred method?
         2. Challenges of this method?
      10. Can we sign contracts?
      11. What is and/or does the P-Card stand for?
      12. What’s an itemized receipt?
          1. What should be included?
      13. Do we always have a quote?
          1. If not, what’s the exception?
5. **Public Comment**
6. **ASG Announcements**
7. **Motions**
   1. Jordan’s Furniture IT Park Bus (Business Society & Harathon)
   2. Holiday Cirque Spectacular (ASG)
   3. Thanksgiving Dinner Decorations (ASG)
   4. Cookies for Henna Event (ASG)
8. **Discussion & Decisions**
   1. **Mug Decorating Event (Jennifer)**
      1. Event Information:
         1. <https://docs.google.com/document/d/1v9K0kK_jF8EirAKHsMoQMoMyUSW17n1n7YmLuD8FMEY/edit?usp=sharing>
      2. After reviewing the document, which option sounds like it'd be more successful? (i.e. Which option would the student body generally prefer?)
      3. When you hear 'Mug Decorating' what do you think of? What kind of event do you envision this being?
      4. When would be a good time for me to hold the event?
         1. We had set a tentative date for December 5th/7th/8th (the last Tuesday/Thursday/Friday of official classes). Would any of these times still work/would people stay around for it?
         2. Is 2:00PM-4:00PM on either Tuesday or Thursday a good time frame? 11:00AM-1:00PM on Friday?
   2. **Sample Survey for Food (Jennifer)** 
      1. For Will's event, I have requested an amount of 60 cookies to be given out. In order to ensure that people will not just take the cookies and run, would having the students who want a cookie fill out a small printed survey (w/ questions regarding past events, and an area for them to give us a suggestion) be a good idea?
      2. Event: November 17th @ 10:30AM-12:30PM
      3. Should they **have** to provide their NetID/PeopleSoft & fill out a survey to get a cookie? Or, is this not fair?
      4. What kinds of questions/things should be on this survey? (Note: The point of this survey is to gain a better idea of how students want their money spent, and how we as ASG Members can best help them).
      5. Is 60 cookies enough? Knowing that there is going to be food offered, do you think there will be more people attending?
9. **Advisors Announcements**
10. **Final Thought (2 min)**
11. **Adjournment**

Created by President Savinelli