**2014/2015 International Student Advisory Board**

Meeting Minutes: May 7, 2014
Formal start time: 7:40 PM

End time: 9:00 PM
Minutes taken by Kenny

1. **Introductions! (6/7 continents represented)**
	1. 2013-14 ISAB Members: *Julian Gong (China), Yusif Iddirisu (Ghana), Yvanna Prezmor (Dominican Republic), Nancy (China), Ijeoma Nwabudike (Nigeria), Jaime Ocampo (Columbia), Abdulla Al-Kuwari (Qatar), Rajesh Bhusal (Burma), Ambrose Lu (Hong Kong), Sarath Pillai (India), Clemente Lomlei (Mexico), Zainab Imam (Pakistan), Kenny Wong (Australia), Tamara (OIA), Jenny Mao (Canada), Manuel Cabel (Mexico), Lena Thomas (Germany), Britt Walker (South Africa), Jen (OIA), Akua (Ghana)*
2. **Expectations and background, nuts and bolts**
	1. Meet once a month throughout the school year with the exception of Dec.
	2. Attend all meetings & events and complete a reflection
	3. Three basic rules of membership
		1. No more than 1 study abroad quarter per year
		2. Two unexcused absences are grounds for dismissal
		3. Board membership is effective for one year
	4. Meeting schedule determined fall quarter
	5. Meeting minutes are online – view them if you miss a meeting
3. **Tamara**
	1. When we started, it was a lot of questions and discussion and talking
	2. We don't have a structured hierarchy because we wish to fulfill 2-3 refined goals
4. **Three Deliverable Goals for 2013-2014 school year**
	1. **Allocation Fund** – successfully drafted, used, application is now live!
	2. **RSO President Contact** – gathered 5-6 internationally RSOs, and managed to create conversation and collaboration across RSOs. Thinking about creating one big social event in order to create reach, then follow up with a forum.
		1. Tamara Note – most things start slow and we give annual events three years. Everything is a learning process
	3. **Application Guide** – creation of a new student guide where we collate and send these tips to new intl’ students
5. **New Student Guide**
	1. We did a good job of collating all the answers 🡪 feedback breakout groups!
	2. Feedback: major points per feedback group
		1. Textbook furniture feedback:
			1. a list instead of paragraphs
			2. Structure – new used or rent
			3. Bullet point or not bullet
		2. Transportation group feedback:
			1. Choosing a few spots downtown
			2. What do abbreviations stand for?
			3. Use smartphones to navigate!
		3. Structure the document via categories
			1. Doesn't have to be a 10 pg pdf
			2. Hyperlink everything!
		4. We are not looking to overwhelm someone with info!
		5. Structure based on time
6. Current Members – 1 page reflection for current members (due May 14)