

**ISAB Meeting
6 November 2013**

7:36 : Jen calls meeting to order

7:37 : Tamara recaps last month's meeting, current agenda:

- New Board projects (via sub groups)
- ISAB fund (possibility of funding non-ISAB events if there's money leftover)
- Bringing university administrators to speak to ISAB to facilitate understanding of higher level administration
- Focus groups November 13, 20 to develop OIA logo/identity within the University
 - Given lack of International Center at UofC, greater need to build international presence through virtual means
 - Jen: location and RSVP to be sent out soon
 - Jen: ISAB t-shirt (if anyone didn't get it last time, please contact me)

7:52 : Sub Group reports

7:52 : Yvanna updates re: allocation/proposal group

- Looking forward to updates/input from ISAB
- Notifying non-ISAB community: through OIA email list?
 - Jen says this list is 7000 people
- Tamara: ORCSA's email list
- Jen: RSO advisors
 - Yvanna: contact people from different schools/divisions within the University
 - Tamara: Important to set up criteria for conditions under which we would allocate funds
 - Jen: Include information re: type of awards, average amounts
 - Champ: Do we have to wait to find out how much money we have left before we disburse?
 - Jen: \$5000 for the year, so point of allocation is another decision the Board needs to make

7:59 : Lena updates re: RSO leader forums

- Went through OIA list of International RSOs, acquired contact information for most of their leaders and compiled sheet
- Drafted email to contact leaders, especially detailing what RSO leaders stand to gain from participation
- Also want to send out a short survey
- Potentially send out email 1st week of December
- Rather than send out generic email, might work better if ISAB members send out emails individually to RSO members/leaders (Champ has already sent 6)
- How would funding work? (Would like to serve food)
- Still discussing format of meeting – moderated? Small group discussions?
- Jen: What kinds of places are you considering for venue?
- Lena: any room in I-House / Tamara: East or West Lounge?

8:06: Jaime updates re: UChicago guide

- Essential idea: knowledge that only people at UofC could impart
- Akua, Jaime, Abdulla, and Deepa met on Friday
- 8 categories of things to develop questions for
- Akua: sample question (where to take a visiting friend), send out survey
- Jen: What is the role of the Board in this?
- Jaime: Kenny had put up a Google doc, but only three people (including Jen) filled it out, so perhaps instead the sub-group can send out the prompts to the Board and get feedback, and vet afterwards
- Jen: RSO leaders might be excellent sources of information—any time we can connect/cross-market these ideas it would be great
- Tamara: at any of these events we could elicit questions/suggestions
- Akua: What about people who are not affiliated with any sub group?

8:14: Tamara: Who is not part of a sub group? (Rajesh, Jenny raise hands)

8:15: Sub group discussions

8:42: Board reconvenes. Any questions/updates?

- Allocation and Guide groups will send out emails to Board

- Jen: next meeting in January
- Jen: ideas for university administrators to come speak to the Board? Don't need names, just subject area or division is fine.
- Rajesh: someone who's involved with International Pre-Orientation
- Jaime: Associate Dean Michael S. – he's in charge of the Beijing and Delhi centers, involved in a lot of funding. What can ISAB do w/regards to the centers?
- Tamara: Could everyone include potential topics that are most interesting to have visitors speak on? And perhaps send questions beforehand?
- Champ: Would like to learn more about the Delhi Center (Tamara: there's lots of information about that and the other centers on the University website—perhaps Ian Solomon would be a good person to come speak with us)

8:55: Jen/Tamara: Wrap up. Any comments/questions? Current discussions.

- Deepa: Provost's email about free expression.

9:01: Tamara: thank you! See you in January.