Operational Review Committee
February 12th, 2020- Agenda
Time: 5:00 pm
Location: SGA Office

**Invitation sent to:** Karla Sofia Perez (Chair), Jonathan Soufia (Vice), Mallory Fortuno (CASE), Gabriela Ponce(Business), Molly Schantz(Housing), Rose Ingraham (At large), Matthew Beck(At Large)

Present: Karla Perez
Gaby (online)
Rose
Matt
Meeting 5:14

For this meeting we will be addressing the following points:

I. Discussion of new SOP

A. Information requested on the audit
   - Roster of students in the org
   - List of the people that attended convention or events (Include advisors if A & S funds are used for their expense)
   - Brief summary of event and outcome
   - Explanation of difference on balance if there is any
   - Notification of audit without the general expenditure table

B. Response period and limit on extensions
   - 10 business days (University Business Day) and only 1 extension 2 business days

II. Discuss what are the next steps on the Model United Nations Audit

A. Have a meeting with Michelle and the Committee
B. Questions to ask her:
- Explain the difference in the balance
- Fill out new expenditure report with all details
- Name of the hotels and addresses
- How many students stay per room?
- Address of the Conferences
- What fundraising has been done
- How were the jackets paid for?
- Compliance with the proviso language
- Is funding paying for your expenses as well
- Why is the SGA logo not included in the website? More SGA recognition
- What is the standing on SIPA funding MUN
- Roster of the organization
- Roster of Conference attendees
- Explain Incidentals

III. Start audit of Panther Power
   A. Matthew will be the Point of Contact
   B. Do research about Panther Power and send questions to include on the audit request by next Senate

IV. Homecoming Audit, additional information
   A. Ask for event numbers
   B. Attendance from past 5 years

Meeting adjourned: 6:19

Next Meeting: