Operational Review Committee
September 9th, 2019- Minutes of the Meeting
Time: 3:30 pm
Location: SGA Chambers

Present: Jonathan Soufia(Chair), Zackrey Powers(Vice), Karla Sofia Perez(Business), Gabriela Ponce(Business), Janelle Fraga(CASE), and Molly Schantz(Housing)

I. Fall semester biweekly meeting schedule
   A. Every other Monday starting on September 9th, at 3:30.

II. Explanation of new roles/responsibilities
    A. Two investigator positions
       1. These person(s) will contact organisations, solicit, and disseminate findings to all other committee members.
    B. One trend analyst position
       1. This person will receive the findings of the investigators, generate visual aids via excel, and identify/report significant trends.
    C. One SOP writer position
       1. This person will draft a working Standard Operating Procedure based on the formatting for GPSC’s SOP
       2. This person will contact other committee members and use MMC Mandates to establish a consistent system for conducting ORC operations

III. Explanation of ORC fact-finding resources
    A. Use of SGA-MMC A&S budget allocations spreadsheet
    B. Use of Pantherconnect to find e-board members to contact per organisation

IV. Assignment of roles
    A. Senator Perez: Trend analyst
B. Senator Fraga: SOP writer

C. Senators Ponce and Schantz: Investigator

V. Individual task to be completed by next meeting

A. Notification of audit sent to relevant e-board members of CSO

B. Investigators follow up with CSO by the end of next week

C. SOP writer reviews GPSC’s SOP and starts to draft ORC SOP

Next Meeting: Monday, September 23rd, 3:30 pm in SGA Chambers.

Convene: 3:58 pm