

5-7-1993

Memorandum 05.07.93

Student Government Association BBC, Florida International University

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MEMORANDUM

TO: McKinley Williams
President, SGC-NM

FROM: Paul N. Franzese
Associate Director, Student Activities

DATE: May 7, 1993

SUBJECT: Minutes of Meetings and Requisitions

Please be advised that the Student Activities Office and staff are still without printed minutes of the last two meetings of the Student Government Council at North Miami. Minutes from the March 24, 1993, and May 4, 1993, meetings need to be on file with the Student Activities Senior Secretary as soon as possible.

If these minutes are not typed, Ms. Levy is available for this purpose. The Student Government Minutes are necessary as official documentation of actions taken by the Council and serve as support documentation for processing of approved expenditures. Likewise, as the committees of Student Government begin meeting, minutes of their meetings will need to be on file with the Student Activities Office in a timely manner.

Now that the Summer term is beginning and students are getting their schedules finalized, I await your determination of a regular Summer meeting time for the Council, as well as the committees. Please notify Ms. Levy and I as soon as possible, so that we may assist you in notifying members and the student body. Please give us no less than 48 hours notice before the next meeting and please see me regarding agenda items.

On a personal note, I ask that whenever possible, meetings for the Summer be held during regular office hours for everyone's convenience.

cc Helen Ellison
Whit hollis
Sean Davis
Barbara Levy
file