



ACTIVITIES PROGRAM BOARD AT SHIPPENSBURG UNIVERSITY

APB's MEETING MINUTES

LOCATION: CUB 238

DATE: FEBRUARY 3, 2020

ATTENDANCE: BRITTANY, EMILY, TYLER, BILL, TRENT, KARLI, EMMA, JAHNIYA, JUSTIN, ELIJAH, ALEX, KAITLYN, KIAYRAH, CALLY, EMILY S., KENDRA, MIKE, IZZI, CODY, TRE

MEETING START TIME: 9:31 PM

GIRAFFE:

TRENT → MINI GOLF, WELLNESS EVENT, SUPER BOWL PARTY

CODY → EVERYONE WHO HELPED OUT AT SUPER BOWL PARTY

JUSTIN → IZZI & TYLER FOR DOING TEA BAGS

KENDRA → EVERYONE WHO HELPED WITH THE SIS FAIR

IZZI → WHO HELPED AT THE WELLNESS EVENT

BRITTANY → EVERYONE WHO HELPED WITH PROMO TABLE TODAY

MONKEY:

IZZI → DIDN'T BRING THE CARD SWIPE (67)

TRENT BETHAM (PRESIDENT):

- **PAST EVENTS:**
 - **INDOOR MINI GOLF** – 132 PEOPLE SWIPE IN, OVERALL GOOD FIRST EVENT!
 - **WELLNESS EVENT** – 67 PEOPLE SHOWED UP, A COUPLE THINGS WENT WRONG, BUT IT WAS GOOD & FUN, SOME THINGS CHANGED FOR THE FUTURE
 - **SUPER BOWL PARTY** – GOOD EVENT, WENT SMOOTH, WRAPPED THINGS UP AT HALF TIME. LOTS OF FOOD & SNACKS.
- **UPCOMING EVENTS:**
 - **DON'T FORGET THE LYRICS** – McFEELY'S 9-11 PM, DON'T FORGET THE LYRICS BOARD GAME, PRIZE IDEAS, KARAOKE, STAFFING EMAIL TOMORROW.
 - **BROADWAY** – LOOKS LIKE IT IS GOING TO SELL OUT, SNACKS & MOVIES FOR THE BUS RIDE, GOING TO BE A FUN TIME.
- **OFFICE CLEANLINESS**
 - **CLEAN UP AFTER EVENTS ASAP!**



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- **TECH UPDATES (CSGRUV@SHIP.EDU)**
 - **TECH REQUIREMENTS FOR THE MPR HAVE TO BE SENT TO CONNIE ASAP.**
 - **SEND CONNIE EMAILS ABOUT ANY OTHER LOCATION ASAP AS WELL.**

ADVISOR UPDATES:

- **MICHAEL:**
 - **PURCHASING PROCEDURE UPDATE**
 - **OPEN THE CREDIT CARD BACK UP, NO SAMS CLUB CARD YET.**
 - **SIGN IN/ SIGN OUT SHEET MUST BE ENFORCED.**
 - **ANY LATE FEES WILL RESULT IN THE CARD BEING TAKEN AWAY AGAIN, FILL OUT THE RECEIPT ASAP, MEANING RIGHT WHEN YOU GET BACK.**
 - **STUDENT CAME OVER DURING MINI GOLF EVENT STATING THAT THE MUSIC WAS NOT INCLUSIVE. FIND WAYS TO CONNECT WITH STUDENTS.**
- **EMILY:**
 - **ADMITTED STUDENTS DAY**
 - **SIGN APB UP. JUST NEED 2 STAFFERS.**
 - **FRI. FEB 28 & FRI. MARCH 27**

POSITION UPDATES:

- **KIAYRAH:**
 - **CHILDREN'S FAIR (SATURDAY, APRIL 4TH)**
 - **SIGN APB UP & NEED STAFFERS.**
 - **COME UP WITH AN ACTIVITY OR SIGN US AN ACTIVITY TO RUN.**
 - **10:30 AM – 1 PM**
 - **MAYBE TYLER? BY THURSDAY IF YOU'RE INTERESTED LET KIAYRAH KNOW.**
 - **EARTH DAY?**
 - **WANTS APB TO HELP WITH SOUND EQUIPMENT & OTHER SERVICES? WAITING FOR A RESPONSE.**
- **EMMA**
 - **OFFICE HOURS**
 - **OFFICE HOURS SIGN IN SHEET IS READY & OFFICE HOURS START THIS WEEK! IN THE CENTER OF THE TABLE.**
- **BRITTANY**
 - **CONCERT UPDATE**



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- TICKET UPDATE

ANNOUNCEMENTS:

MEETING END TIME: 10:07 PM