

OSBMCC Exec Committee Meeting
Jan 8, 2024 (11 am to noon)

Attendance: Neelam, Luhui, Kim and Helen
Absent: Sami

Agenda and Notes:

[Dec meeting notes](#)

- Finalize 2024 calendar - Summer conference date, Feb 3 caucus meeting potential conflict for Neelam, set up social meet ups
 - Neelam placed a placeholder for the Summer conference date based on last year's date.
 - Neelam has a conflict on Feb 3 and proposes to change the General Meeting to Feb 24. All are in agreement.
 - Social meetup dates on the calendar
 - It will be held quarterly and dates will be based on the facilitators' availability
- Establish nominations committee
 - Kim will reach out to the leadership council members for volunteers to serve on the committee
 - Kim will reach out to Kathy Wai and Jessica Azarte for help in developing a SOP
 - Look under the Elections and Results folder for information on the past nomination records and processes
- Develop executive committee responsibilities description
 - Neelam will create a template and share with all to review and use
- OSBA OneDrive transfer of files
 - Need to begin to transfer the files from the Google Drive shared folder to the OneDrive
 - Neelam will resend the link for how to use OneDrive
- Student Voices Project update
 - Neelam connected Engage To Change and narrowed the availability dates
 - Neelam will share the information with board members who had expressed interest in helping out.