

Finals Week 12/16

@Park Point Clubhouse 12:00 pm

#### Room Reservation

- Eastman 2000 for both

#### Eboard meeting time

- 2-4 fridays
- @ clark A if available

#### General Meetings

- pre meeting responsibilities
  - prepared two weeks in advance
  - Theme/technique
  - song choice
  - open up possibility of other people running meeting
    - must meet with eboard member
    - or come to the meeting
    - have form for when and what theme
    - must tell us if need laptop or other stuff (i.e. percussion)
    - need to know if bring food
    - must be ready/mostly prepared a week before
    - max of five
    - must have attended three meetings prior
  - Announcing theme next week stuff a week before
  - person running show must be there 20 minutes early
  - secretary must be there
  - pre-write announcements
- Meeting
  - Secretary/showrunner be there 15 minutes early
  - announcements by PRD
  - write chords on board if necessary
  - showrunner does their stuff(figured out in pre meeting part)
  - Show and tell (end of month meetings)
  - Clean up
  - Plan B Meeting
    - Have two planned
    - have a no technology meeting
  - have showrunner and secretary up in the front
- Post meeting
  - post mortem- directly after meeting stay in the room
  - try out person's set up
  - issues that might come up that we can't deal with post mortem

- meeting attendance policies
  - gen members
    - none except if want to run show must attend 3
  - if want to run for eboard 60% attendance rate
  - eboard must attend 80%

## Performance Practices

- Committee
  - purpose
    - create and organize arrangements/songs (not only people who can create)
      - build repertoire
      - can update old arrangements or spice up old songs
    - teach or organize the teaching of the songs during the practices
  - meeting times
    - biweekly
  - see constitution for basic structure
  - assign parts for songs
  - must get song approved by eboard first
  - see fafa's notes
  - roles
    - teacher
    - consideration
    - notetaker
- attendance policy
  - if want to perform
    - must attend mandatory meetings determined by committee
    - must attend 4/ last five of meetings not including mandatory meetings
    - see fafa's notes for more
- meetings
  - see fafa's notes below
- 

## Committee (see rit uke club 2016 plan)

- roles
  - chairperson
    - head committee
    - contact person with eboard
    - meet with eboard as much as their committee meets
    - voted in democratically
    - VP breaks tie if there is one
  - notetaker
    - takes notes

- gives it to secretary so they can be filed
- attendance
  - committee runs how it needs to
  - eboard
- becoming a committee member
  - form needs to be filled out
- becoming a committee
  - pitch to eboard
  - must have 4 members

#### Eboard meetings

- discuss general meeting recap
- performance practice recap
- committee updates
- upcoming performances/future events
- roles for eboard during meetings
  - president
    - lead discussion
    - follow everything on itinerary
  - VP
    - make sure on track
    - committee update
    - announcement from club office
  - Treasurer
    - budget stuff update
    - purchases and stuff like that
  - Secretary
    - past performance/meetings note update
    - attendance statistics
  - PRD
    - update on PR stuff
    - events stuff
      - like future events that have been proposed
- attendance
  - if miss three must have discussion

#### performances

- jukebox and imagine
- see business plan section 10
- small performances and big performances
- as soon as reservation open up for room very very early
- along with reservation brainstorm about event
  - must have list of things that need to be accomplished

- themes
  - songs
  - services needed
  - if want other people with us
- see section 10.3

#### uke off

- eboard leads
- have 5 songs that your group can choose from
  - decide by 2 weeks before semester
  - announcing in next email
  - meeting
    - announcements
    - warm up
    - split up
    - practice

#### Elections

- announce can run for treasure next semester
- contact if want

\*park point clubhouse soap smells good

---

EBOARD 12/16/15

new meetings 2-4 fridays in Clark A

#### GENERAL MEETINGS:

##### -pre-meeting

- 2 weeks in advance planning
  - plan B meeting
- guest meeting confirm 2 weeks in advance
  - meet with them to talk about things too
  - room setup, equipment, etc.

- maximum of 5
  - songs, themes, techniques, etc.
  - time blocking
  - announce sttetc a week early
- meeting
- secretary and showrunner be there 20 minutes early
  - secretary and showrunner at the front, rest in crowd
  - PRD announcements at the beginning of the meeting
  - write weird chords if you know they won't be on the music
  - write fact of the day on board
- time blocking/sttetc
- show and tell at the end of the month
- post-meeting
- post mortum directly after the meeting
  - test out next meeting setup if for showrunner
  - issues and feedback that require more attention, take to next eboard meeting

#### PERFORMANCE PRACTICES:

- pre-meeting
- arrangement committee has to meet to arrange songs to play at the meeting
  - arrangement teachers are assigned
  - if you want to perform you must attend 4 out of the last 5 meetings (not including mandatory meetings) until the concert
- meeting
- at least one eboard member and teachers be there early
  - arrangement teachers at front, eboard and everyone else sitting
    - committee notetaker is in charge of taking notes at this meeting, if unable eboard secretary will take their place
  - PRD brief announcements at the beginning of the meeting
  - write weird chords if you know they won't be on the music
- time blocking
- post-meeting
- post mortum with eboard and teachers directly after the meeting
  - issues and feedback that require more attention, take to next eboard meeting

-any feedback on arrangements, that is on the notetaker to have written down and taken to the arrangement committee

#### COMMITTEES:

-meet with performance committee to discuss their role in performance practices

#### PERFORMANCE COMMITTEE:

-purpose: Teach and/or organize arrangements for the performance practices of Ukulele Club

-votes in their committee head democratically, committee head reports to eboard

-eboard vp breaks the tie

-head needs to make sure theres a notetaker, whether taking on the role themselves, or appointing someone; notetaker gives notes to secretary

-meeting biweekly, work outside of meetings, meetings are used to discuss and combine work

-auditions for certain complicated parts in songs

-workflow:

-brainstorm, figure out songs, run the songs they choose by eboard

-split the work up, assign songs to committee members

-work on arrangements individually on their own time,

-at the meeting discuss, critique, add, etc.

-discuss arrangements WIP

-demonstrate how it sounds

-feedback on how they sound, what to add/subtract

-assign a teacher for the arrangement for the next couple of performance practices

-maximum of three, minimum of two to teach at performance practice

-plan out time blocks so you schedule how the practice goes