

**MSFT Meeting Minutes**  
**November 2<sup>nd</sup>, 2015**  
**The First Monday of each month from 8:00am – 9:00am**

Member Present: Aron Uribe/Chair, Virgil Adams, Samantha Albert, Matt Cook, Tracy Davis, Chris Murphy, Michelle Noyes

Member absent: Maria Santos, Will Gifford

8:00AM Meeting called to order.

Agenda –

*Motion to Approve: Aron*

*All - Approved*

Approval of Minutes from 4/13 Meeting and 10/05 Meeting:

*Motion to Approve - Matt*

*2<sup>nd</sup> - Michelle*

*All - Approved*

Maria sent notification of her absence in advance. This was Will's 2<sup>nd</sup> absence; another student will need to be selected for the MSFT Committee.

While October's MSFT meeting covered the application deadline, this meeting covered the proposal process and approval of the applications as well as the funding cycle.

- Should the notifications be opened to a broader group and how would the approval process be handled?
- With current MSFT submissions, an administrative unit is monitoring expenses & spending.
- The question came up again on how the administrative side is handled if MSFT funds are provided to a student group. How would a bike share submission be handled? Which administrative unit would be responsible for monitoring expenses & spending? A Food Share/Pantry Submission? Again, which administrative unit would handle the expenses and logistics?

*Motion to Keep The Process As Is - Virgil*

*2<sup>nd</sup> - Matt*

*All - Approved*

NEW BUSINESS --- December MSFT Meeting. The first Monday of the month is on Dead Week. The committee members discussed if there was a need to meet in December or if email communication would be a recommended alternative until MSFT meets again in 2016.

*Motion to have the committee meet again in 2016 and communicate via email until 2016 – Virgil*

*2<sup>nd</sup> – Matt*

*Aron, Samantha, Matt, Tracy, Chris – Approve*

*Michelle – Decline*

8:37AM Meeting Adjourned