Memorandum

To: UCLA Veterans Organization

From: Student Veterans at UCLA

Date: 01/10/2018

RE: Winter Quarter, Week One Group Meeting

The meeting of which occurred on January 10, 2018 amongst the principal members of the Student Veterans of America at UCLA lasted approximately 25 minutes. Discussion was facilitated by VRC Staff member Sarah Horton who covered various topics spanning member role responsibilities, future event dynamic, upcoming events and programs, and the overarching vision for the SVA at UCLA. The purpose of this first meeting was to address upcoming leadership changes and ideas for the Winter Quarter.

1. Elections and potential candidate
   a. President and Vice President: Andrew McVay, Matthew Proctor, Joey Hampton
   b. Treasurer: Randall Cunningham
   c. Currently in need of nominations for secretary

2. Initiated “application process” for all members
   a. Sign-in roster and form fill-out so all members are known

3. Discussion for possible ideas and outreach
   a. Community service and volunteer outreach such as clothing drive/donations (books, electronics, etc.)
   b. Information sessions and clinics
   c. Student Tutors, community college outreach
   d. Entrepreneurship events
   e. Fundraising events
   f. BBQ and social events

**incorporation of other organizations and universities**

4. Discussed and addressed the expectations of the SVA going forward
   a. Meet new people, academic assistance/support, information, networking opportunities, veteran advocacy, community outreach and engagement and the organization of events

5. Elections will take place next Wednesday, January 17th at 6:00pm during the next SVA meeting